FCC Form 477

Local Telephone Competition and Broadband Reporting

Filing Interface User Guide

OMB Control No. 3060-0816

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Internal and external links to additional reference material use different underlines and colors depending on whether the link has been visited or based upon the format accessed (PDF, eBook (.mobi) or iBook (.epub)).

- At major section headers there will be a "Go to **Table of Contents**" link - allowing you to quickly return to the top of this User Guide.
- Links to other sections of the User Guide are seen as: **Filing Preparation**.
- Links to other web-based references are seen as: **Report and Order**.
- Terms in **Green** refer to text on the pages of the Form 477 filing interface.
- The graphic below gives an example of how screenshots will be displayed with green shaded borders

The ℹ indicates that additional information is available about a term. Just mouse over the word to pop up more info.

WARNING: Are provided to ensure that an error is not made in your submission.

ALERT: Indicates where — if you take the action — it MAY result in a follow-up call from the FCC to verify the entry

NOTE: Highlight or provide additional information when you are submitting your filing.

1. Filing Preparation

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1.1 Basic Steps for Completing Form 477 Submission

1. Read the **Form 477 Instructions** to determine which portions of the form you will need to complete and which data to submit
2. Prepare data for interactive data entry or upload.
3. Gather the following information:
   - FRN (FCC Registration Number) — If you do not have one, request one at: **FRN Request/Update**;
   - Your Holding Company / Common Control Name;
   - Points of contact for Form 477 submission, emergency and certification (these maybe separate) individuals;
   - **Study Areas Code**(s) — required if you are an ILEC or if you otherwise have one (You can search for your study area codes **here**);
   - **Form 499 Files IDs** — Providers of telecommunications services will have had a 499A Filer ID issued to them after fulfilling the FCC's registration requirement at **47 C.F.R. § 64.1195**. You can search for your Form 499A Filer IDs **here**.
4. Login on to the **Form 477 website**.
5. Select the as-of date, and create a new ILEC or Non-ILEC filing.
6. Complete and/or update the Filer Identification section.
7. Complete the individual service sections as per "Sections To Be Completed By Each Provider" as described in the **Form 477 Instructions**.
8. Ensure you complete the section for **Explanations and Comments** if needed. For example, if your submission has included:
   - The creation of a new **Holding Company /Common Control Name** in the **Filer Identification** section.
   - "**All Other**" for a **Technology** selection.
   - Mobile subscribership data which require an explanation of the methodology used to assign connections to a **State**.
   - Interconnected VoIP subscription data requiring an explanation of the number of subscriptions reported.
9. When you have successfully uploaded or entered data for each section of the form you are required to complete, select the **Submit as Complete** button on the **Submission Menu** page to submit the Form 477.

The system will evaluate the completeness and internal consistency of the data and return an error message if additional sections of the form must be completed or if data must be modified in order for the submission to be accepted.

1.2 Website Interface Mechanics

Using the Form 477 Filing Interface

How to …	
Submit data over multiple sessions…	The interface allows you to enter data or upload data files, in accordance with the instructions for Completing Each Section of Form 477, over multiple work sessions. The **Main Menu** screen will generally show the submission's status as **Original – In Progress** during these sessions.
Save data entered…	To save data entered before moving to a different section of the form or to complete at a later session, select the **Save and Return to Submission Menu** button on the interface screen prior to logging out of a work session.
Logout of a session…	The interface should be closed between sessions by selecting **Log Out** in the upper right corner of the submission interface.
Return to a submission in progress…	Login to the interface and, on the **Main Menu**, select the **View/Edit** button in the View/Edit column to open the **Submission Menu**
Edit Filer Identification information…	Select the **Filer Identification** link on the **Submission Menu** to open the **Filer Identification** page
Submit a completed form…	Once you have entered or uploaded all data for a particular submission, you must officially submit the data to the FCC for that filing to be complete. To do this, either (a) select the **Submit** button in the **Revise/Submit** column on the **Main Menu** or (b) select the **Submit as Complete** button that appears at the top of the **Submission Menu**. Either option will ask you whether you are sure you want to submit the filing. If so, select **Submit as Complete**. If not, select **Cancel**.
Revise a Submitted Filing…	Once a submission is accepted, its **Status** on the **Main Menu** will be **Original – Submitted**. At this point, the submission will be locked for editing unless you reopen it for revision. You can do that by selecting the **Revise** button in the **Revise/Submit column** on the **Main Menu**.
Confirm a Submission…	Entities that require paper documentation that the FCC has accepted an official submission may print out a copy of the interface's **Filing Summary** screen that shows the **Status** of that particular submission. If the status is **Original – Submitted** or **Revised – Submitted**, then the filing has been submitted. Additional summary information about the filing is also provided on this page.

1.3 Terminology

The following are some of the general conventions and use of terms in this User Guide:

- “Record” is used to describe one line of data in a file to be uploaded.
- “Row” is used to describe an interactive data entry line of data.
- The terms “filing” and “submission” are used interchangeably in this User Guide and should be treated as equivalent terms.

1.4 Tips for Filing Form 477

WARNING: You should navigate the Form 477 Interface using only the buttons built into the interface. Please avoid using your Internet browser back and forward buttons as this may cause unexpected results.

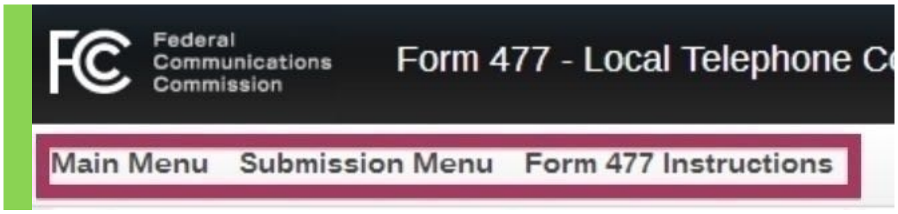
- The filing interface can be accessed in different web browsers, including Chrome, Firefox, Internet Explorer, and Safari. **However, filers using Internet Explorer must use version 9 or higher.**
- Remember that there are samples, templates and detailed instructions on how to format **Upload Files**.
- The interface allows you to enter some information, log-off and then return at a later time to complete additional sections or update them.
- Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.
- Data on broadband bandwidth/speed should be entered in **Mbps** only (not in kbps or Gbps), and up to 3 decimal places are allowed.
- The **Filing Summary** page provides a snapshot of the filing status, the sections for which data has been entered or uploaded, and the number of records/rows submitted for each section of the form.
- Remember you can obtain additional assistance by contacting the FCC at 1-877-480-3201 or 1-717-338-2824(TTY) or you may submit requests via **e-support**.

1.5 Most Common Errors

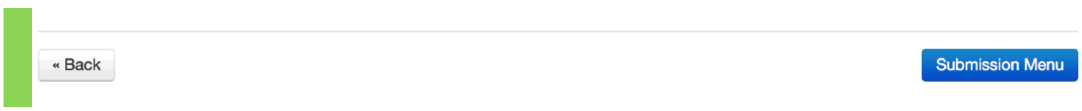
- When logging on, you must enter the full 10 digits of the FRN (FCC Registration Number). Remember to enter any leading zeros.
- You should navigate the Form 477 Interface using only the buttons built into the interface. Please avoid using your Internet browser back and forward buttons as this may cause unexpected results.
- Duplicate records/rows will cause errors. Regardless of whether the data are submitted by interactive data entry, file upload, or a combination of the two.
- Interactively entering data requires all fields to be entered; therefore, you must enter a "0" (zero) where you have no other value to enter.
- Failure to provide adequate documentation in the in the Explanations and Comments section will likely result in follow-up calls from Commission staff.

1.6 Navigation Pointers

The main navigation bar at the top of most pages of the interface, as shown below, allows you to immediately link to the **Main Menu**, **Submission Menu** and **Form 477 Instructions**.



The bottom of most interface pages allows you to: (1) go **Back**; (2) **Save** your current work/input; and (3) **Save & Continue to Submission Menu** or go directly to the **Submission Menu**. Two of the possible formats are shown below.



1.7 Resources

On-Line Filing Resources

Form 477 Instructions

Form 477 Submission website

FRN (FCC Registration Number) website

Form 477 Resources for Filers website

FAQ (Frequently Asked Questions)

Training Videos

Contact FCC for Filing Assistance

Call FCC at 1-877-480-3201 or 1-717-338-2824 (TTY)

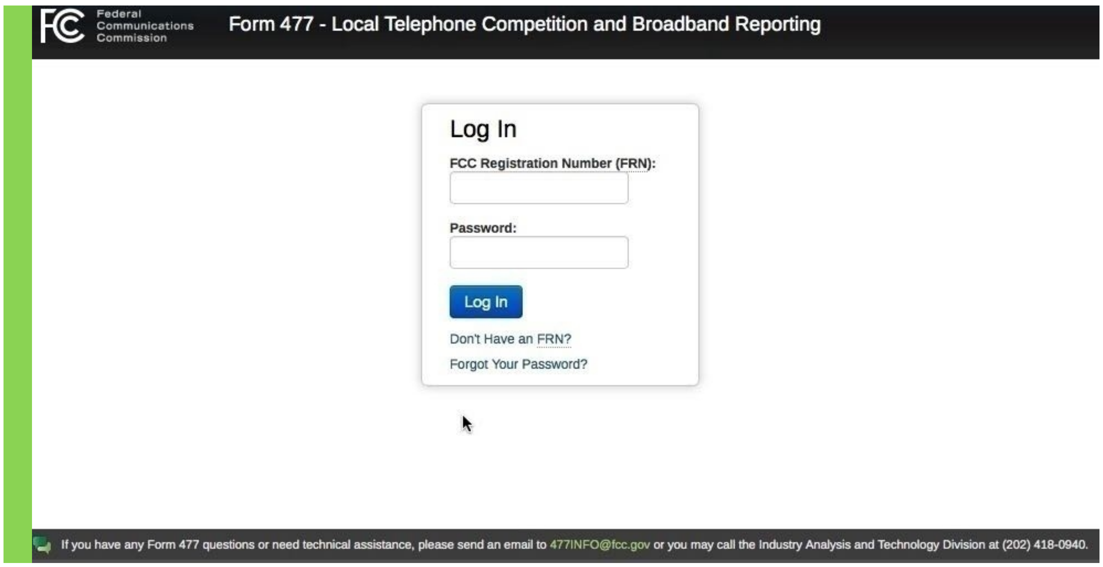
Submit help requests via e-support

2. Logging On

Go to **Table of Contents**

2.1 Login

To login to the Form 477 filing interface, enter your FRN (FCC Registration Number) and password in the boxes shown below. If you do not have an FRN, the **Don't Have an FRN?** will take you to the FCC's COmmission REgistration System (CORES) to request an FRN. There is also a password recovery link below that.



WARNING: Your FRN is ALWAYS 10 digits. A very common error made at login is to not enter any leading "0" digits. Always ensure that you enter 10 digits. If the number you have is shorter than 10 digits, it is likely best for you to add one or more leading "0"s to ensure 10 full digits.

NOTE: The bottom menu bar of all Form 477 website pages shows how to get additional assistance by contacting the FCC at 1-877-480-3201 or 1-717-338-2824(TTY) or you may submit requests via e-support request at https://esupport.fcc.gov/request.htm

Fill in the FRN and your password, as shown below, and hit Enter or click on the **Log In** button.

Below is a screenshot of a password entry error. If you receive such an error, re-enter the correct password for your FRN. If you need to obtain a new password, click on the **Forgot Your Password?** link.

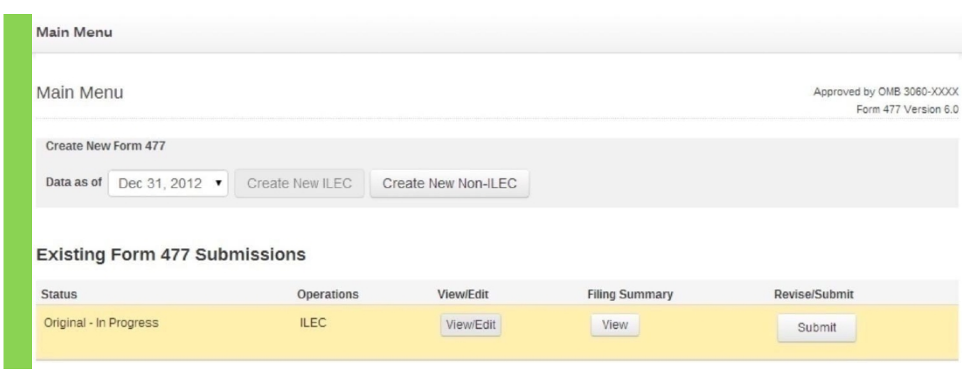
2.2 Main Menu

After successfully logging on, you will be taken to the **Main Menu** page, shown below.

To begin a new Form 477 Submission, select the as-of date from the drop-down menu and click **Create New ILEC** or **Create New Non-ILEC**. You will then be taken to the **Filer Identification** page discussed in the next section.

WARNING: You should navigate the Form 477 Interface using only the buttons built into the interface. Please avoid using your Internet browser back and forward buttons as this may cause unexpected results.

After you have created a new Form 477 filing, subsequent logins to the interface will show a **Main Menu** similar to the following:



Select **View/Edit** to proceed to the **Submission Menu**, discussed in the **Submission Menu and Navigation** section below.

3. Filer Identification

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Whenever you create a new Form 477 ILEC or Non-ILEC filing for a particular as-of date from the **Main Menu**, the interface will take you to the **Filer Identification** page. You will need to complete this section before moving to the rest of the form. Below is a list of fields to be entered on the Filer Identification page.

WARNING: You should navigate the Form 477 Interface using only the buttons built into the interface. Please avoid using your Internet browser back and forward buttons as this may cause unexpected results.

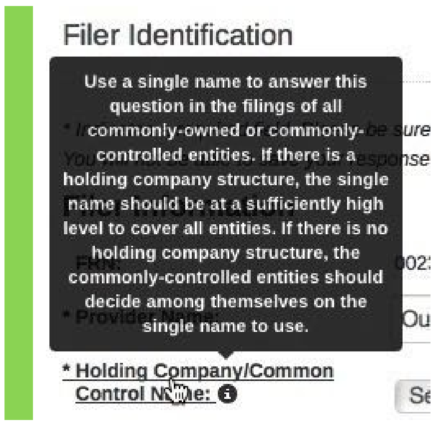
FRN: Automatically populated by LOGIN step.

Provider Name: The Business Name associated with the FRN as entered in the FCC's COmission Registration System, automatically populated by the LOGIN step.

Holding Company / Common Control Name:

Click on the **Company Select List** button and select a company name from the drop-down list. If your company is affiliated with other Form 477 filers, this single name, such as a holding company name, should represent all commonly-owned or commonly-controlled entities that are filing Form 477 (see **Instructions** for more information). Filers that are affiliated with other filers but have no holding company should decide on a single name to use for this entry. Filers that are not affiliated with any other Form 477 filer should use the company name entered in the Provider Name field above; if that name does not appear in the drop-down list, enter it in the box to the right of the **Company Select List** button.

Additional information is available by clicking on the small black bubble with an "i" inside. For example, this button for the **Holding Company/Common Control Name** field provides the information shown below:



Operations: ILEC or Non-ILEC, this is automatically populated based upon your selection in the **Create New Filing** step on the **Main Menu**.

Study Area Codes: Each fixed or mobile provider that is covered by this filing and has a Study Area Code(s) must enter the codes here. (You can search for your study area codes [here](#).)

To enter a SAC, type in the code as shown below. Then click the **Add SAC** button.

The entry now appears in the Study Area Code list box as shown below.

Now the Study Area Code has been added to your list box. You can repeat this process as needed. Also note that you can highlight an entry in the list box and remove it if needed.

Form 499 Filer IDs: All providers of telecommunications services should have a Form 499A Filer ID (see **Instructions** for more information). **You can search for your Form 499A Filer IDs here**.

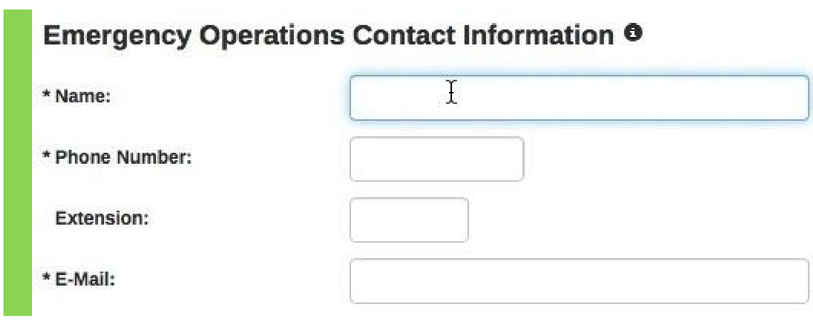
NOTE: The list of Form 499 Filer IDs used in the Form 477 filing interface is not updated in real-time, so if your 499 Filer ID was issued or updated recently, it may not be included in the list used by the interface and you'll receive an error message after entering it. If this is the case, please enter an older Form 499 Filing ID or the 499 Filer ID of an affiliate, and provide an explanation in the Explanations and Comments section of the form. If you are a Non-ILEC, you can leave this field blank and provide your current 499 Filer ID in the Explanations and Comments section.

First, type in the appropriate 6-digit Form 499 Filer ID. Then click the **Add 499 Filer ID** button.

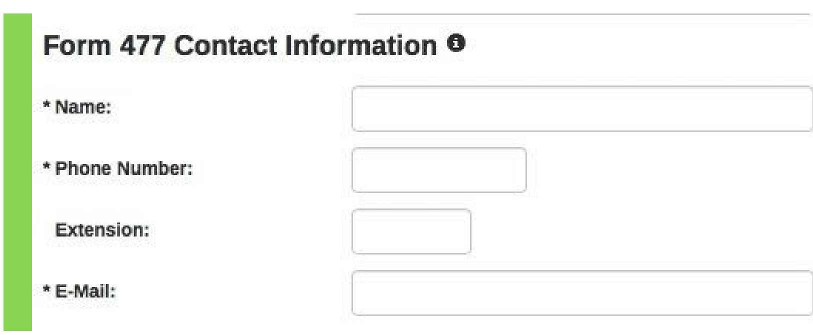
Now the 499 Filer ID is added to your list box as shown below. You can repeat this process as needed and can highlight an entry in the list box and remove it.

Provider's Website Address: Provide a website for the filing entity if there is one.

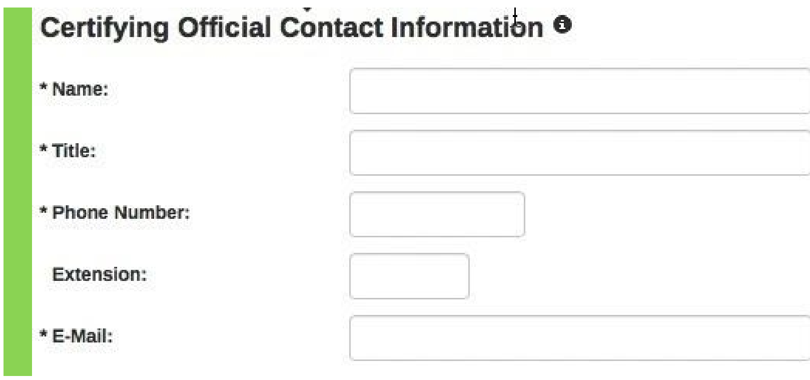
Emergency Operations Contact Information: Enter the requested contact information, as shown below, for the individual who can be contacted to provide network status information in a natural disaster or other emergency.



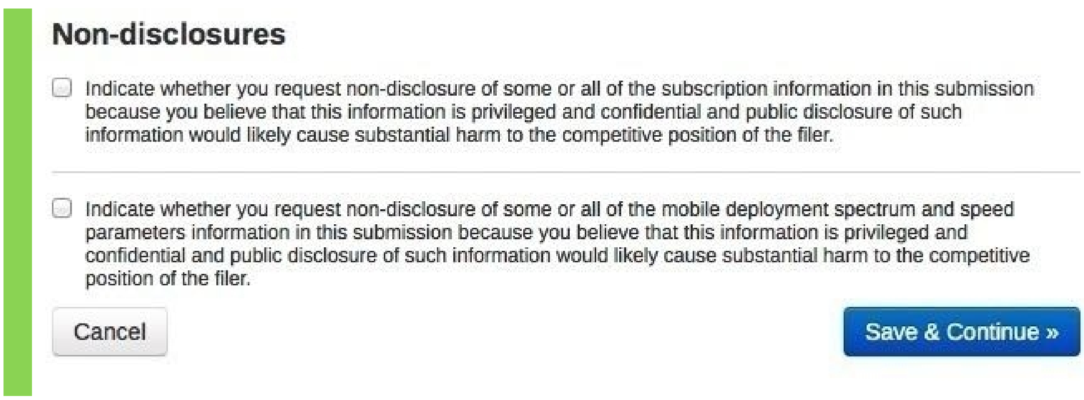
Form 477 Contact Information: Enter the requested information, as shown below, for the person who should receive any follow-up questions about the data submitted in the filing.



Certifying Official Contact Information: Enter the requested information, as shown below, for the person (corporate officer, managing partner or sole proprietor) whose signature certifies that he/she has examined the information contained in this Form 477 and that, to the best of his/her knowledge, information and belief, all statements of fact contained in this Form 477 are true and correct (see **Instructions** for more information).



Non-disclosure Check Boxes: Indicate whether the non-disclosure requests shown below apply to your filing.



After completing the **Filer Identification** information, select the **Save & Continue** button to reach the **Submission Menu**.

4. Submission Menu and Navigation

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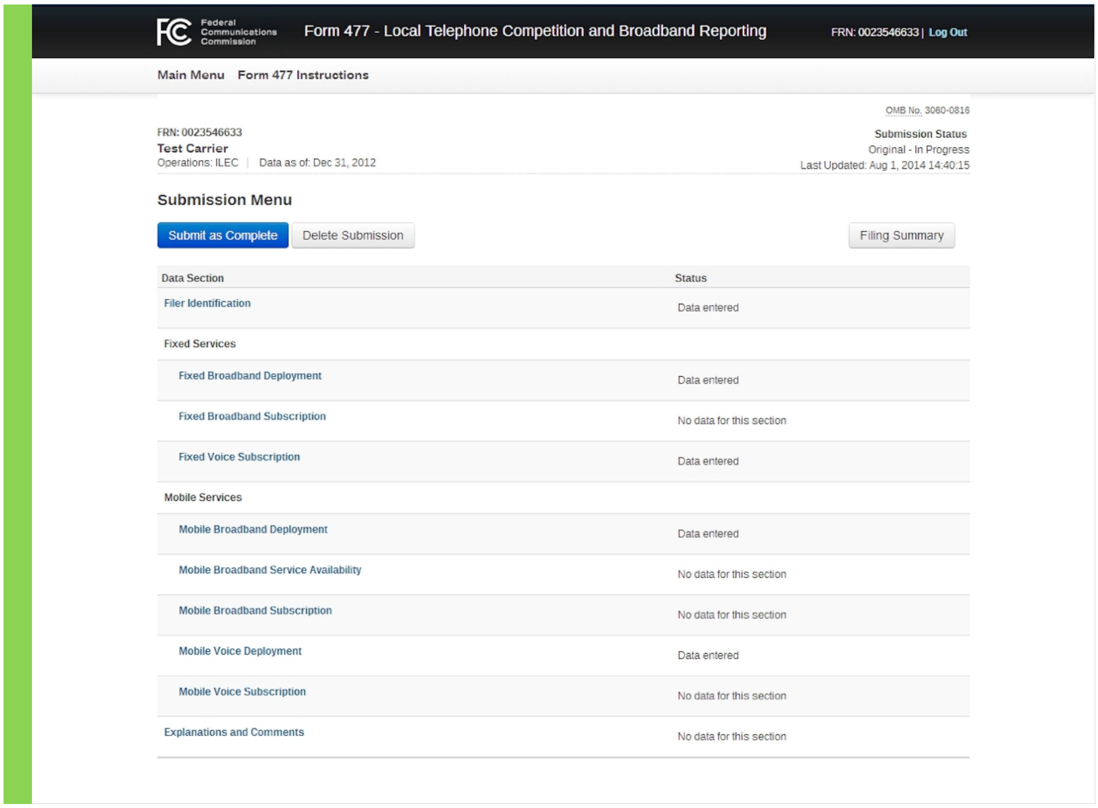
After completing the **Filer Identification** page, you will be taken to the **Submission Menu** shown below:



You can see a more detailed review of your filing state by selecting the **Filing Summary** button. The summary will show detailed informations on files loaded, interactive rows added, errors and overall status for each section of your submission.

You will then see the Filing Summary page that has 3 major sections, as noted below:

1. Filer Identification.
2. Fixed Services
3. Mobile Services

Form 477 Filing Summary

FRN: **0023546328** | Data as of: **Dec 31, 2012** | Operations: **Non-ILEC** | Submission Status: **Original - In Progress** | Last Updated: **Jul 29, 2014 11:40:47**

Filer Identification

Legend ✔ Error free ✖ Error included

Section	Question	Response
Filer Information	Provider Name	Our Little SP
	Holding Company Name	Our Little HC
	SAC ID	
	499 ID	
Data Contact Information	Data Contact Name	Form Doit
	Data Contact Phone Number	(123) 456-9876
	Data Contact E-mail	formdoit@mylittlesp.com
Certifying Official Contact Information	Certifying Official Name	Boss Doit
	Certifying Official Phone Number	(123) 111-1111
	Certifying Official E-mail	bossdoit@mylittlesp.com

Fixed Services

Fixed Broadband Deployment

0 files and **0** records accepted:

File Name	Date & Time	Number of Rows	Status

Fixed Broadband Subscription

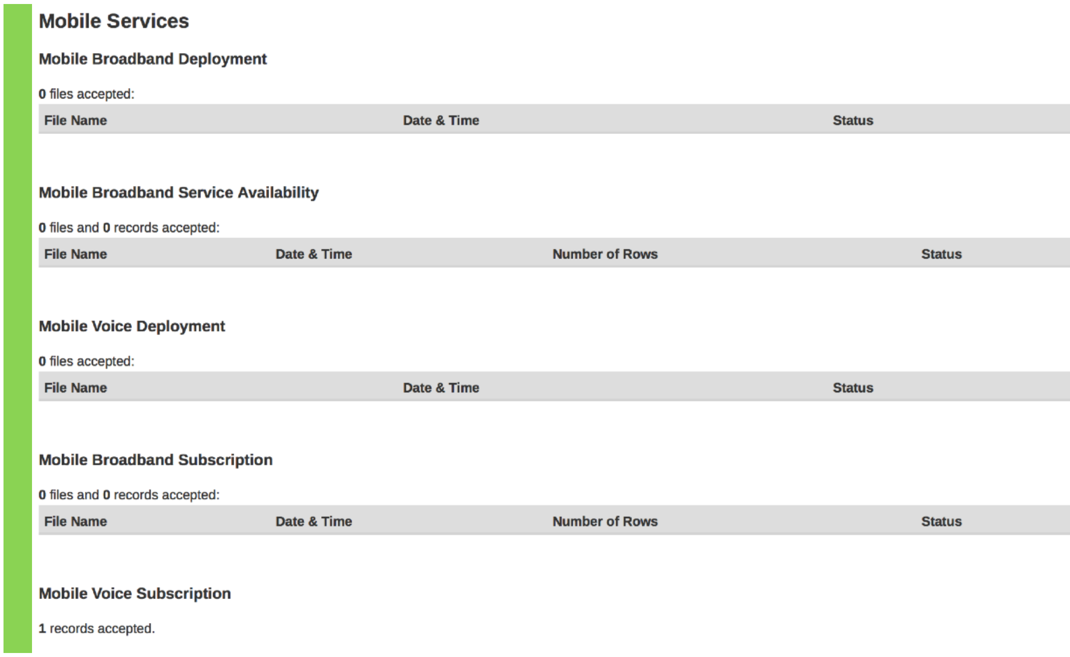
0 files and **0** records accepted:

File Name	Date & Time	Number of Rows	Status

Fixed Voice Subscription

0 files and **0** records accepted:

File Name	Date & Time	Number of Rows	Status
fvs_200.csv	Jul 29, 2014 11:40:23	0	✖
fvs_100.csv	Jul 29, 2014 11:40:23	0	✖



Mobile Services

Mobile Broadband Deployment

0 files accepted:

File Name	Date & Time	Status

Mobile Broadband Service Availability

0 files and **0** records accepted:

File Name	Date & Time	Number of Rows	Status

Mobile Voice Deployment

0 files accepted:

File Name	Date & Time	Status

Mobile Broadband Subscription

0 files and **0** records accepted:

File Name	Date & Time	Number of Rows	Status

Mobile Voice Subscription

1 records accepted.

If you are logging in after previously creating a filing, you can get to the **Submission Menu** by clicking on the **View/Edit** button in the **Existing Form 477 Submissions** section of the **Main Menu**, as shown below.

Existing Form 477 Submissions

Status	Operations	View/Edit	Filing Summary	Revise/Submit
Original - In Progress	ILEC	View/Edit	View	Submit

The Submission Menu contains links to the various sections of Form 477. For information on which sections your company is required to file based on the services it provides, please see the [Instructions](), including the "Who Must File This Form?" section.

5. Fixed Broadband Deployment

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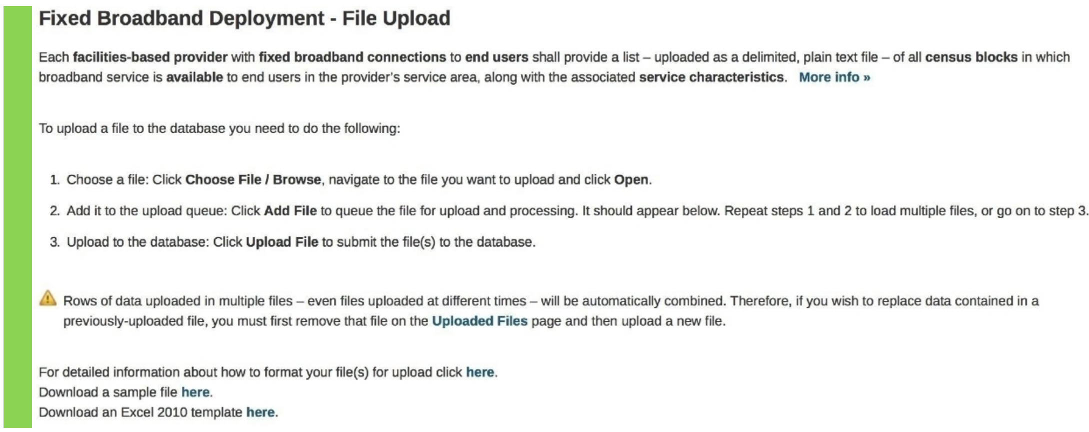
The **Fixed Broadband Deployment** link on the **Submission Menu**, will take you to the **Fixed Broadband Deployment – File Upload** page shown below, where you can upload your fixed broadband deployment data.



Fixed Broadband Deployment - File Upload

Each **facilities-based provider** with **fixed broadband connections** to **end users** shall provide a list – uploaded as a delimited, plain text file – of all **census blocks** in which broadband service is **available** to end users in the provider's service area, along with the associated **service characteristics**. **More info »**

To upload a file to the database you need to do the following:

1. Choose a file: Click **Choose File / Browse**, navigate to the file you want to upload and click **Open**.
2. Add it to the upload queue: Click **Add File** to queue the file for upload and processing. It should appear below. Repeat steps 1 and 2 to load multiple files, or go on to step 3.
3. Upload to the database: Click **Upload File** to submit the file(s) to the database.

Rows of data uploaded in multiple files – even files uploaded at different times – will be automatically combined. Therefore, if you wish to replace data contained in a previously-uploaded file, you must first remove that file on the **Uploaded Files** page and then upload a new file.

For detailed information about how to format your file(s) for upload click **here**.
Download a sample file **here**.
Download an Excel 2010 template **here**.

File format is described here. Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 3-step operation. Let's walk through it.

For detailed information about how to format your file(s) for upload click here.
Download a sample file here.
Download an Excel 2010 template here.

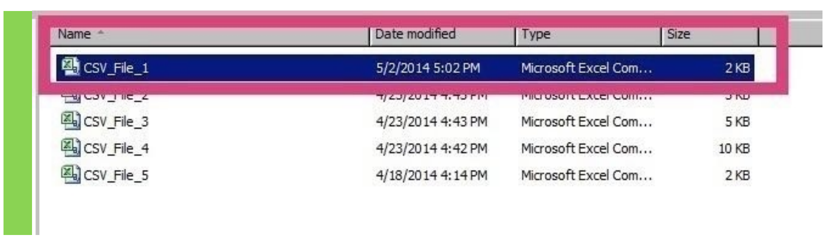
5.1 STEP 1 - CSV File Select

WARNING: Duplicate records in data files will cause errors. Common reasons for duplicate records and their impact and resolution are:

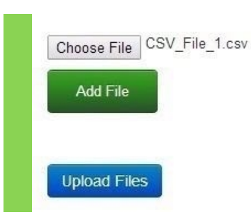
- You are uploading multiple files at the same time and there are duplicate records within a file or across multiple files. Delete the duplicate records and re-upload the corrected files.
- You have previously uploaded a file with similar information, e.g. duplicate records. The system will automatically append these new files to those previously uploaded and will produce a file upload error. Edit the new file off-line and re-upload the corrected new file.
- If a new file should replace a previously uploaded file, you must delete the previously uploaded file and then upload the new file

Click the **Choose File** or **Browse** button (depending on your browser/operating system) shown below.

A pop-up file finder window should appear, as shown below. Navigate to the file you'd like to upload (only 1 at a time is allowed), then select and upload the file.



The file name should appear to the right of the **Choose File** button as shown below or in the window to the left of the **Browse** button, depending on your browser.



5.2 STEP 2 - CSV File Upload

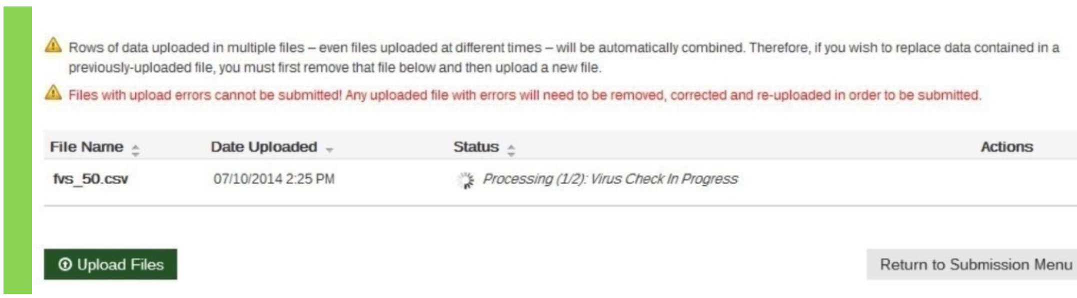
Click the **Add File** button to add the chosen file to the upload queue. Once you do this, the file should appear on the load list below the **Add File** button, as shown below.

You may repeat steps 1 and 2, **Choose File** and **Add File**, to create a list of files to upload (remember, any duplicate records across files will cause an error). Once you have added all of your files to the upload queue, go to step 3. A multiple file load example is shown below.

5.3 STEP 3 - CSV File Processing

After clicking **Upload Files**, you will be taken to the **Fixed Broadband Deployment - Uploaded Files** page shown below.

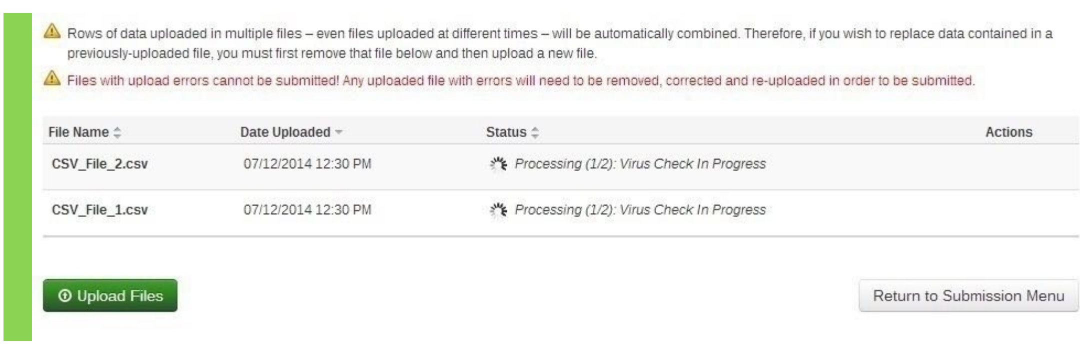
> **WARNING**: Click the blue Upload Files button on the File Upload page only once. Clicking it multiple times will likely cause duplicate files to be sent into the upload queue for processing, which will result in an error message on the Uploaded Files page.

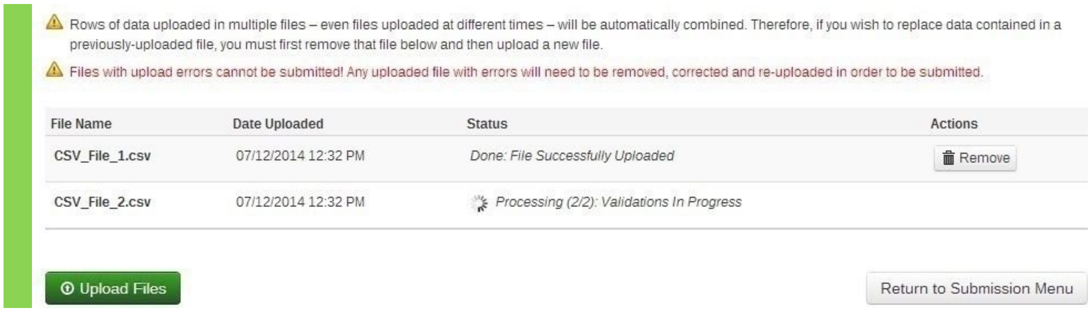


This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. Virus check.
1. Validations to ensure that the tract codes are valid, the formatting of the data is correct and there are no duplicate records.

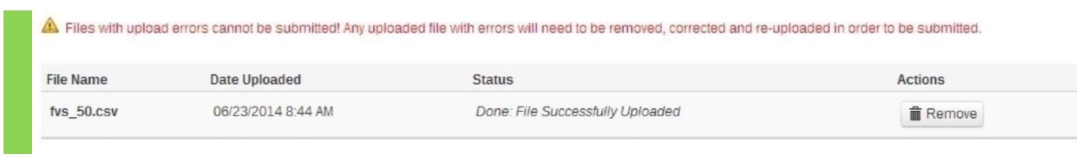
These 2 steps are indicated in the **Status** column of the page, as shown in the 2 screenshots below.



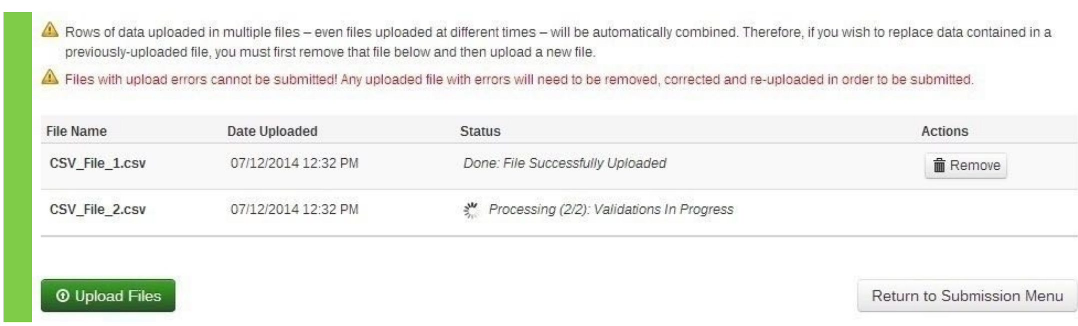


ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded,** as shown below.



If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** grey button shown below.



If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown in the page above. You will not be able to submit a filing that contains errors in any section.

To replace a removed file with a corrected file or to upload additional files, click the **Upload Files** button, which will take you back to the **Fixed Broadband Deployment – File Upload** page.


Choose File
No file chosen
Add File
File Name
File Size (kb)
Actions
CSV_File_1.csv
1192
Remove
Upload Files

6. Fixed Broadband Subscription

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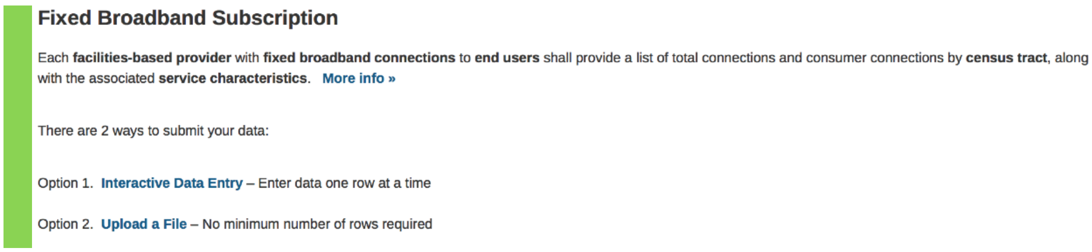
The **Fixed Broadband Subscription** link on the **Submission Menu** will take you to the **Fixed Broadband Subscription** page shown below.



As you can see, there are two options for data submission: (1) **Interactive Data Entry** and (2) **File Upload**, as shown on the page above.

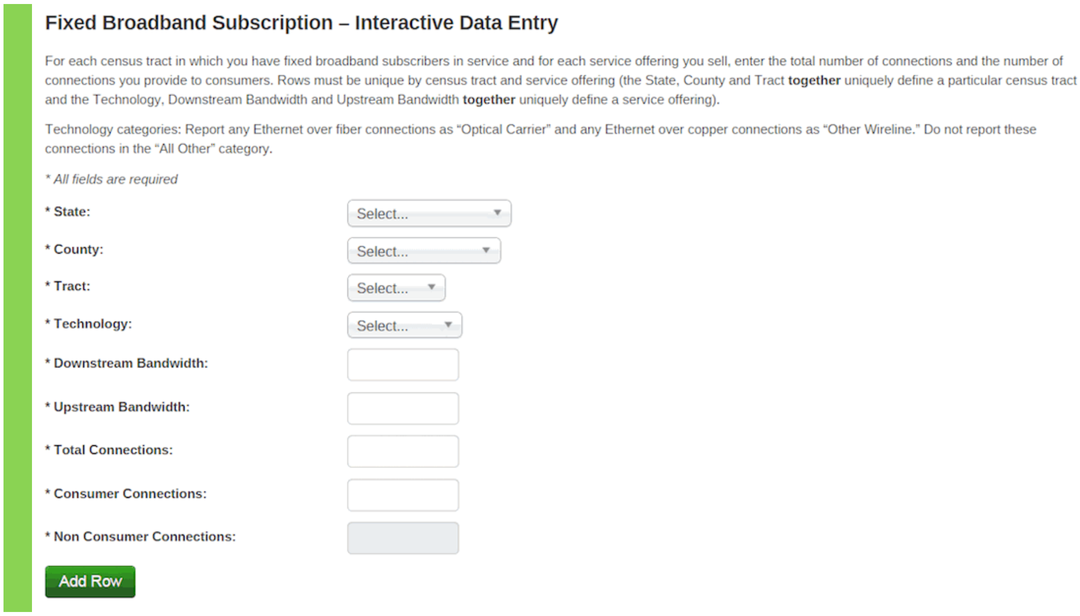
You may enter data interactively one row at a time. Data for upload can include any number of records and should be formatted in accordance with the directions provided in a separate document, **How Should I Format my Fixed Broadband Subscription Data**.

Select your method of data submission to proceed.

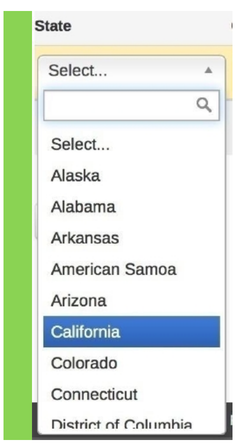
6.1. Fixed Broadband Subscription - Interactive Data Entry

Go to **Table of Contents**

When you select interactive data entry, you will be taken to the **Fixed Broadband Subscription – Interactive Data Entry** page shown below. All fields must be completed, and each is described below. For more information, see **Fixed Broadband Subscription Terms**.



State: Select the **State** for the row being entered. The drop-down list includes all U.S. states and territories. For example, below the **State** of "California" has been highlighted



County: When you have selected the **State**, the list of counties for that specific state or territory will be displayed in the **County** drop-down list, as shown below. Select the correct **County** for this row.

Tract: Next, the list of census tracts for the selected **County** will be displayed in the **Tract** drop-down list. The census tract(s) displayed will only be those that are appropriate to the **State** and **County** you have selected. To read more on census tracts, please go to **[More About Census Tracts]**.

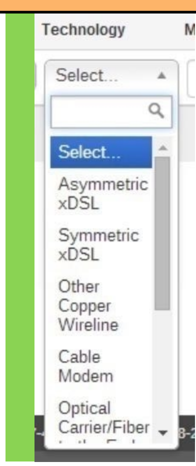
NOTE: Census tracts within a county are identified by a 4-digit basic code between 0001 and 9999, and may have a 2-digit suffix ranging from .01 to .98; for example, 6059.02.

You will see a list of census tracts such as the following after clicking on the drop-down button (on the down triangle "▼"):

Select the correct **Tract** for this row.

Technology: Next, select the appropriate technology for this record from the drop-down list.

ALERT: If you select "All Other" for your technology, you should enter an explanation in the Explanations and Comments section. Otherwise, you may receive a call from the FCC to verify this "All Other" entry.



Downstream Bandwidth: Enter the **Downstream Bandwidth -** in Mbps (Mega bits per second) - of the service subscribed to in this tract. Report the advertised downstream bandwidth associated with the service. Enter the maximum if the product was marketed with a downstream bandwidth range. If no downstream bandwidth is mentioned in marketing, enter the downstream bandwidth the customer should expect to receive.

NOTE: While the bandwidth for the various records may vary, in all cases the required unit for entry is the same. It is ALWAYS Mbps (Mega bits per second). Do not enter bandwidth in Kbps (Kilo bits per second) or Gbps (Giga bits per second). The value must always be a number; therefore, only digits and a decimal point are allowed. Up to three digits can be added to the right of the decimal point. Therefore, 768 Kbps service would be 0.768 Mbps, and you should enter "0.768". A 1 (one) Gbps service should be entered as "1000".

ALERT: Substantial changes in the entries for bandwidth or number of connections from one filing to the next may result in a follow up call. Please ensure you enter accurate data and provide more information in the Explanation and Comments section.

Upstream Bandwidth: Enter the **Upstream Bandwidth in** Mbps of the product with the **Downstream Bandwidth** entered in the previous row. Report the advertised upstream bandwidth of the service subscribed to in this tract. Enter the maximum if the product was marketed with an upstream bandwidth range. If no upstream bandwidth is mentioned in marketing, enter the upstream bandwidth the customer should expect to receive.

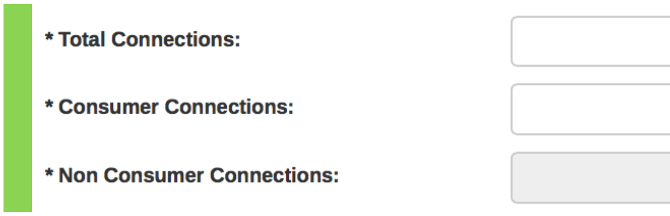
As with downstream bandwidth, upstream bandwidth should be entered in Mbps, and up to 3 decimal places are allowed.

Total Connections: Enter the number of connections in this **census tract** subscribing to this combination of **Technology**, **Downstream Bandwidth** and **Upstream Bandwidth**.

Consumer Connections: Enter the number of connections - a subset of the **Total Connections** entered in the previous row - that are provided in consumer-grade service plans. Consider connections to be "consumer" or "residential" when they deliver Internet-access services that are primarily purchased by, designed for, and/or marketed to residential end users.

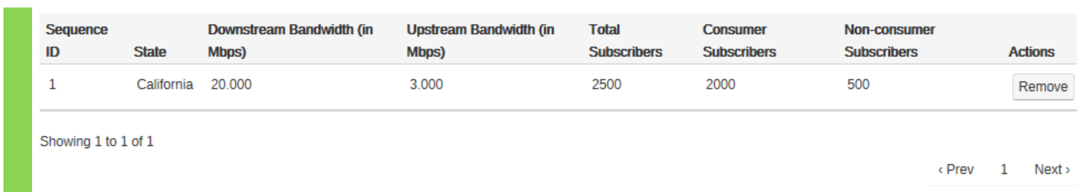
New! Enter the number of Consumer Connections as whole numbers. We are no longer requiring lines to be allocated in percentages.

Non-Consumer Connections: This number will be automatically calculated by subtracting **Consumer Connections** from **Total Connections**. This fact is indicated by the grey box for **Non-Consumer Connections**.



You now can enter additional records as needed by clicking the **Add Row** button shown below.

Each time you Add Row, it is automatically saved.



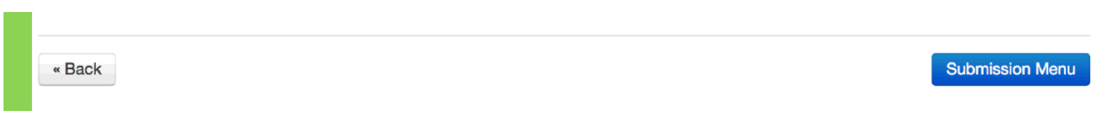
Sequence ID	State	Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Total Subscribers	Consumer Subscribers	Non-consumer Subscribers	Actions
1	California	20.000	3.000	2500	2000	500	Remove

Showing 1 to 1 of 1

‹ Prev 1 Next ›

WARNING: Duplicate rows will cause errors if they conflict with duplicate records in uploaded files. Therefore, avoid including duplicates.

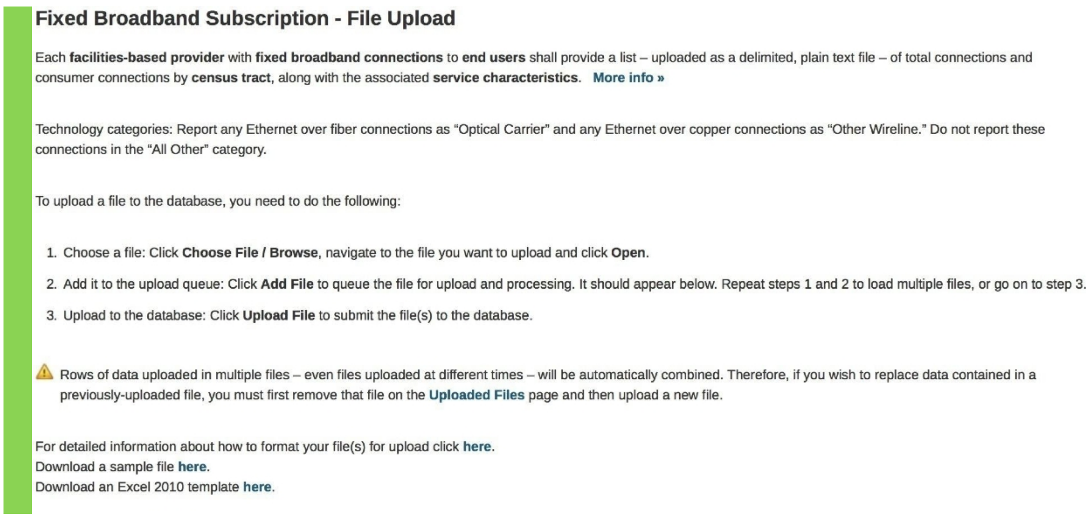
When you have finished your interactive data entry for this section, click on the **Submission Menu** button shown above to return to the **Submission Menu**.



6.2. Fixed Broadband Subscription - File Upload

Go to [Table of Contents]

If you select **Option 2** on the **Fixed Broadband Subscription** page, you will be taken to the **Fixed Broadband Subscription – File Upload** page shown below, where you can upload your fixed broadband subscription data.



Fixed Broadband Subscription - File Upload

Each **facilities-based provider** with **fixed broadband connections** to **end users** shall provide a list – uploaded as a delimited, plain text file – of total connections and consumer connections by **census tract**, along with the associated **service characteristics**. **More info »**

Technology categories: Report any Ethernet over fiber connections as "Optical Carrier" and any Ethernet over copper connections as "Other Wireline." Do not report these connections in the "All Other" category.

To upload a file to the database, you need to do the following:

1. Choose a file: Click **Choose File / Browse**, navigate to the file you want to upload and click **Open**.
2. Add it to the upload queue: Click **Add File** to queue the file for upload and processing. It should appear below. Repeat steps 1 and 2 to load multiple files, or go on to step 3.
3. Upload to the database: Click **Upload File** to submit the file(s) to the database.

Rows of data uploaded in multiple files – even files uploaded at different times – will be automatically combined. Therefore, if you wish to replace data contained in a previously-uploaded file, you must first remove that file on the **Uploaded Files** page and then upload a new file.

For detailed information about how to format your file(s) for upload click **here**.
Download a sample file **here**.
Download an Excel 2010 template **here**.

[File format is described here]. Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 3-step operation. Let's walk through it.

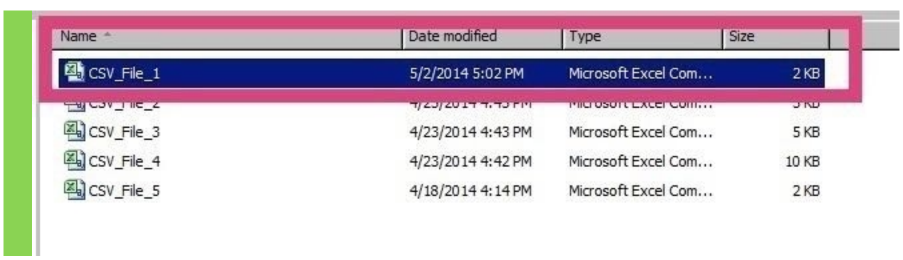
6.2.1 STEP 1 - CSV File Select

WARNING: Duplicate records in data files will cause errors. Common reasons for duplicate records and their impact and resolution are:

- You have previously entered rows using the Interactive Data Entry and attempt to upload a file containing some of the same records. Either remove the duplicates from the upload file off-line or use the Interactive Data Entry page to delete duplicates. After correcting, re-upload the file.
- You are uploading multiple files at the same time and there are duplicate records within a file or across multiple files. Delete the duplicate records and re-upload the corrected files.
- You have previously uploaded a file with similar information, e.g. duplicate records. The system will automatically append these new files to those previously uploaded and will produce a file upload error. Edit the new file off-line and re-upload the corrected new file.
- If a new file should replace a previously uploaded file, you must delete the previously uploaded file and then upload the new file.

Click the **Choose File** or **Browse** button (depending on your browser/operating system) shown below.

A pop-up file finder window should appear, as shown below. Navigate to the file you'd like to upload (only 1 at a time is allowed), then select and upload the file.



The file name should appear to the right of the **Choose File** button as shown below or in the window to the left of the **Browse** button, depending on your browser.

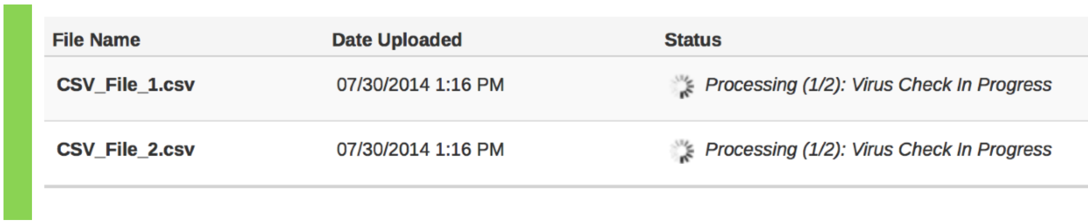
6.2.2 STEP 2 - CSV File Upload

Click the **Add File** button to add the chosen file to the upload queue. Once you do this, the file should appear on the load list below the **Add File** button, as shown below.

You may repeat steps 1 and 2, **Choose File** and **Add File**, to create a list of files to upload (remember, any duplicate records across files will cause an error). Once you have added all of your files to the upload queue, go to step 3. A multiple file load list example is shown below.

6.2.3 STEP 3 - CSV File Processing

After clicking **Upload Files**, you will be taken to the **Fixed Broadband Subscription - Uploaded Files** page shown below.

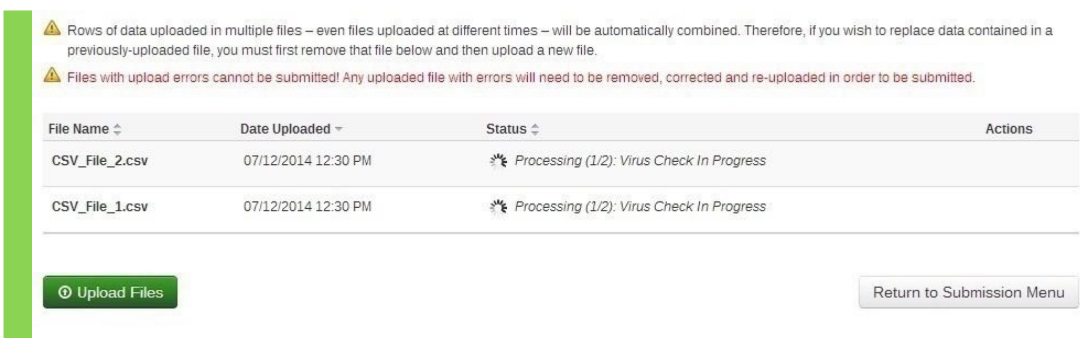


File Name	Date Uploaded	Status
CSV_File_1.csv	07/30/2014 1:16 PM	*Processing (1/2): Virus Check In Progress*
CSV_File_2.csv	07/30/2014 1:16 PM	*Processing (1/2): Virus Check In Progress*

This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. Virus check.
1. Validations to ensure that the tract codes are valid, the formatting of the data is correct and there are no duplicate records.

These 2 steps are indicated in the **Status** column of the page, as shown in the 2 screenshots below.

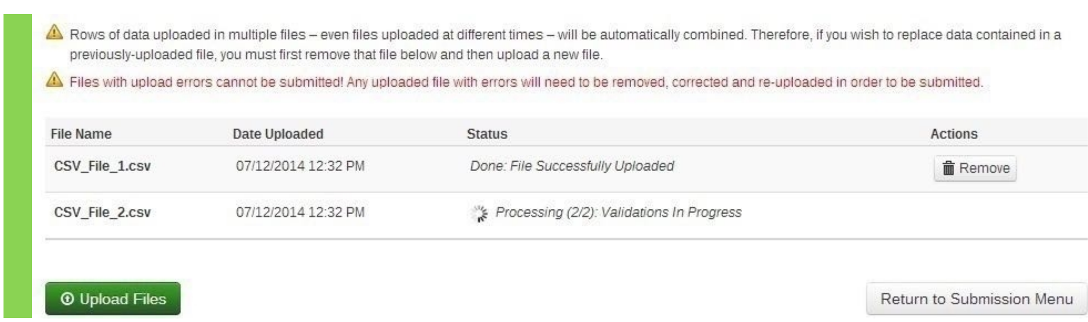


Rows of data uploaded in multiple files – even files uploaded at different times – will be automatically combined. Therefore, if you wish to replace data contained in a previously-uploaded file, you must first remove that file below and then upload a new file.

Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	07/12/2014 12:30 PM	*Processing (1/2): Virus Check In Progress*	
CSV_File_1.csv	07/12/2014 12:30 PM	*Processing (1/2): Virus Check In Progress*	

Upload Files   Return to Submission Menu



Rows of data uploaded in multiple files – even files uploaded at different times – will be automatically combined. Therefore, if you wish to replace data contained in a previously-uploaded file, you must first remove that file below and then upload a new file.

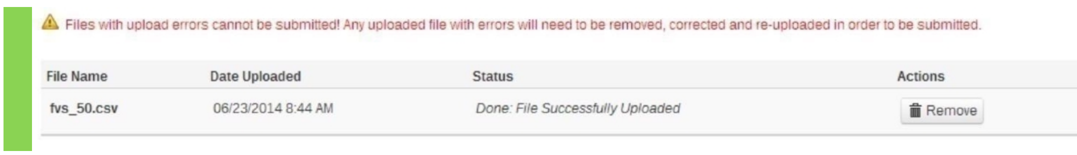
Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_1.csv	07/12/2014 12:32 PM	*Done: File Successfully Uploaded*	Remove
CSV_File_2.csv	07/12/2014 12:32 PM	*Processing (2/2): Validations In Progress*	

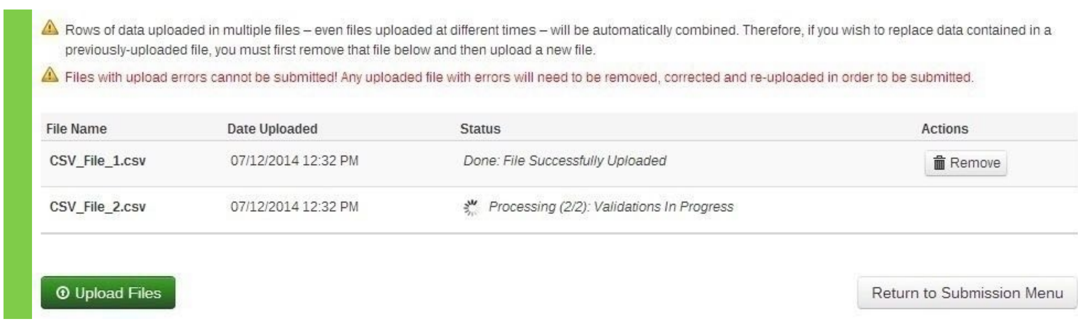
Upload Files   Return to Submission Menu

ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded,** as shown below.



If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** button shown below in the bottom right of the screenshot.



If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown in the page above. You will not be able to submit a filing that contains errors in any section.

To replace a removed file with a corrected file or to upload additional files, click the **Upload Files** button, which will take you back to the **Fixed Broadband Subscription – File Upload** page.

Keep in mind that there must not be any duplicate records/rows across the uploaded data and the data entered interactively.

7. Fixed Voice Subscription (Tract Data)

Go to **Table of Contents**

If you click on the **Fixed Voice Subscription** link on the **Submission Menu**, you will be taken to the **Fixed Voice Subscription** page shown below.

Fixed Voice Subscription

Each provider of **local exchange telephone service** and/or **interconnected VoIP service** shall provide a list of total voice-grade equivalent (VGE) lines in service (for local exchange telephone service) and total interconnected VoIP subscriptions sold (for iVoIP service), as well as consumer VGE lines and consumer iVoIP subscriptions, by **census tract**. **More info »**

There are 2 ways to submit your data:

Option 1. **Interactive Data Entry** – Enter data one row at a time

Option 2. **Upload a File** – No minimum number of rows required

After submitting your tract-level data, you will be prompted to enter, on an Interactive Data Entry page, some state-level breakdowns of local exchange lines and/or interconnected VoIP subscriptions.

If you've already entered your tract-level counts and wish to edit your state-level data, click the Interactive Data Entry link above, then Continue to State.

As you can see there are two options for data submission: (1) **Interactive Data Entry** and (2) **File Upload**, as on page shown above.

You may enter data interactively one row at a time. Data for upload can include any number of records and should be formatted in accordance with the directions provided in a separate document, **How Should I Format my Fixed Voice Subscription Data**

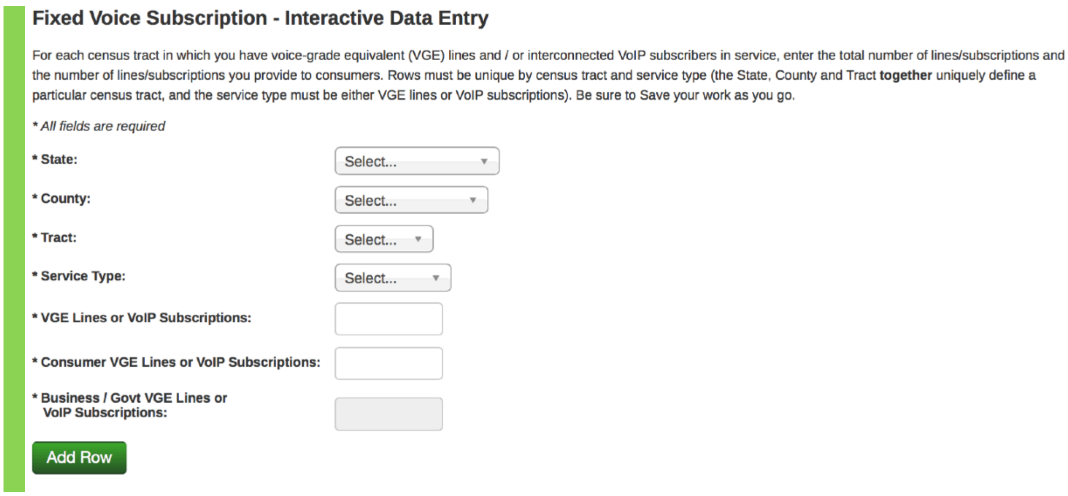
NOTE: After completing either the interactive data entry or file upload, you will be required to enter STATE level Fixed Voice Subscription data.

Select your method of data submission to proceed.

7.1. Fixed Voice Subscription - Interactive Data Entry

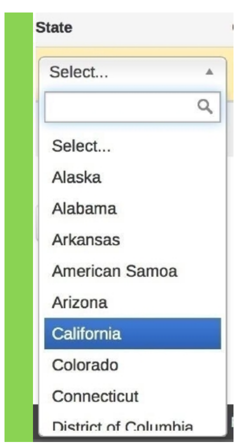
Go to **Table of Contents**

When you select interactive data entry, you will be taken to the **Fixed Voice Subscription – Interactive Data Entry** page shown below. All fields must be completed, and each is described below. For more information, see **Fixed Voice Subscription Terms**.



State: Select the **State** for the row being entered. The drop-down list includes all U.S. states and territories.

For example, below the **State** of "California" has been highlighted



County: When you have selected the **State**, the list of counties for that specific state or territory will be displayed in the **County** drop-down list, as shown below. Select the correct **County** for this row.

Tract: Next, the list of census tracts for the selected County will be displayed in the **Tract** drop-down list. The census tract(s) displayed will only be those that are appropriate to the **State** and **County** you have selected. To read more on census tracts, please go to **More About Census Tracts**.

NOTE: Census tracts within a county are identified by a 4-digit basic code between 0001 and 9999, and may have a 2-digit suffix ranging from .01 to .98; for example, 6059.02.

You will see a list of census tracts such as the following after clicking on the drop-down button (on the down triangle "▼"):

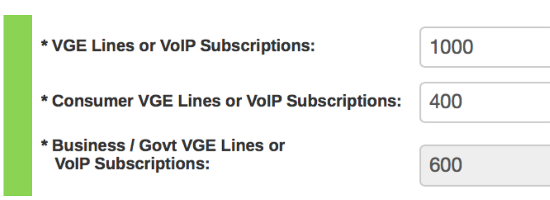
Select the correct **Tract** for this row.

Service Type: This entry indicates the type of voice service counted in this row record: VGE **Lines** (for local exchange telephone services); or **VoIP Subscriptions** (for interconnected VoIP services). For more information on these two Service Types, see **Fixed Voice Subscription Terms** in the **Instructions**.

VGE Lines or **VoIP Subscriptions**: If you selected VGE Lines for the **Service Type**, enter the number of voice-grade equivalent lines and voice-grade equivalent wireless channels in service in the **census tract**. If you selected **VoIP Subscriptions** for the **Service Type**, enter the number of VoIP subscriptions provided in the **census tract**.

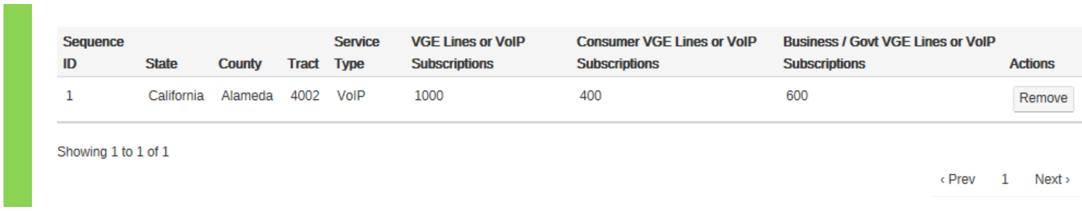
Consumer VGE Lines or **VoIP Subscriptions**: If you selected **VGE Lines** for the **Service Type**, enter the number of voice-grade equivalent lines and voice-grade equivalent wireless channels provided in consumer-grade service plans in the census tract. If you selected **VoIP Subscriptions** for the **Service Type**, enter the number of VoIP subscriptions provided in consumer-grade service plans in the census tract. A consumer service plan (or Mass market / consumer service plan) is a service plan designed for, marketed to, or purchased by primarily residential end users.

Business / Government VGE Lines or **VoIP Subscriptions**: This is automatically calculated as the difference between total **VGE Lines** or **VoIP Subscriptions** and **Consumer VGE Lines** or **VoIP Subscriptions**.



You now can enter additional records as needed by clicking the **Add Row** button shown below.

Each time you Add Row, it is automatically saved and is displayed as noted below.



Sequence ID	State	County	Tract	Service Type	VGE Lines or VoIP Subscriptions	Consumer VGE Lines or VoIP Subscriptions	Business / Govt VGE Lines or VoIP Subscriptions	Actions
1	California	Alameda	4002	VoIP	1000	400	600	Remove

Showing 1 to 1 of 1

‹ Prev 1 Next ›

WARNING: Duplicate rows will cause errors if they conflict with duplicate records in uploaded files. Therefore, avoid including duplicates.

When you have finished your interactive data entry, click on the **Continue to State** button to enter the required state-level Fixed Voice Subscription totals, as described in the **State Data** section below.

7.2. Fixed Voice Subscription - File Upload

Go to **Table of Contents**

If you Select **Option 2** on the **Fixed Voice Subscription** page, you will be taken to the **Fixed Voice Subscription – File Upload** page shown below, where you can upload your fixed voice subscription data.

> **Fixed Voice Subscription - File Upload**
>
> Each provider of **local exchange telephone service** and/or **interconnected VoIP service** shall provide a list of total voice-grade (VGE) equivalent lines in service (for local exchange telephone service) and total interconnected VoIP subscriptions sold (for iVoIP service), as well as consumer VGE lines and consumer iVoIP subscriptions, by **census tract**. This list can be uploaded as a delimited, plain text file. **More info »**
>
> To upload a file to the database, you need to do the following:
>
> 1. Choose a file: Click **Choose File** or **Browse**, navigate to the file you want to upload and click **Open**.
> 2. Add it to the upload queue: Click **Add File** to queue the file for upload and processing. It should appear below. Repeat steps 1 and 2 to load multiple files, or go on to step 3.
> 3. Upload to the database: Click **Upload Files** to submit the file(s) to the database.

File format is described here. Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 3-step operation. Let's walk through it.

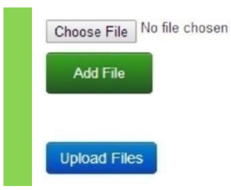
> For detailed information about how to format your file(s) for upload click here.
> Download a sample file here.
> Download an Excel 2010 template here.

7.2.1 STEP 1 - CSV File Select

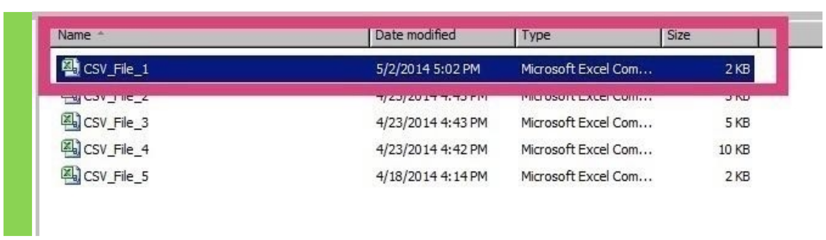
WARNING: Duplicate records in data files will cause errors. For each tract, there can be only one record for VGE lines and one record for interconnected VoIP subscriptions. Common reasons for duplicate records and their impact and resolution are:

- You have previously entered rows using the Interactive Data Entry option and attempt to upload a file containing some of the same records. Either remove the duplicates from the upload file off-line or use the Interactive Data Entry page to delete duplicates. After correcting, re-upload the file.
- You are uploading multiple files at the same time and there are duplicate records within a file or across multiple files. Delete the duplicate records and re-upload the corrected files.
- You have previously uploaded a file with similar information, e.g. duplicate records. The system will automatically append these new files to those previously uploaded and will produce a file upload error. Edit the new file off-line and re-upload the corrected new file.
- If a new file should replace a previously uploaded file, you must delete the previously uploaded file and then upload the new file.

Click **Choose File** or **Browse** button (depending on your browser/operating system) shown below.



A pop-up file finder window should appear, as shown below. Navigate to the file you'd like to upload (only 1 at a time is allowed), then select and upload the file.

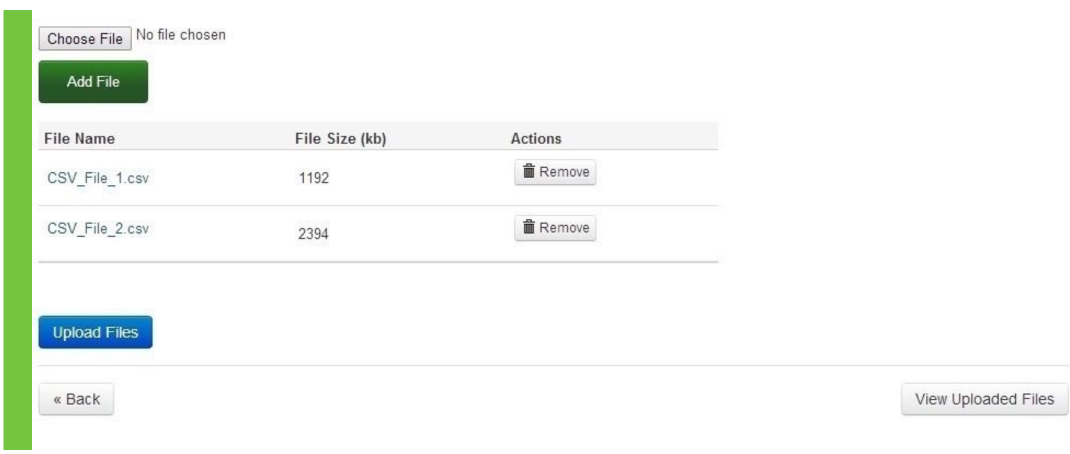


The file name should appear to the right of the **Choose File** button as shown below or in the window to the left of the **Browse** button, depending on your browser.

7.2.2 STEP 2 - CSV File Upload

Click the **Add File** button to add the chosen file to the upload queue. Once you do this, the file should appear on the load list below the **Add File** button, as shown below.

You may repeat steps 1 and 2, **Choose File** and **Add File**, to create a list of files to upload (remember, any duplicate records across files will cause an error). Once you have added all of your files to the upload queue, go to step 3. A multiple file load example is shown below.



7.2.3 STEP 3 - CSV File Processing

After clicking **Upload Files**, you will be taken to the **Fixed Voice Subscription - Uploaded Files** page shown below.

File Name	Date Uploaded	Status
CSV_File_1.csv	07/30/2014 1:16 PM	*Processing (1/2): Virus Check In Progress*
CSV_File_2.csv	07/30/2014 1:16 PM	*Processing (1/2): Virus Check In Progress*

This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. Virus check.
2. Validations to ensure that the tract codes are valid, the formatting of the data is correct and there are no duplicate records.

These 2 steps are indicated in the **Status** column of the page, as shown in the 2 screenshots below.

⚠ Rows of data uploaded in multiple files – even files uploaded at different times – will be automatically combined. Therefore, if you wish to replace data contained in a previously-uploaded file, you must first remove that file below and then upload a new file.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	07/12/2014 12:30 PM	*Processing (1/2): Virus Check In Progress*	
CSV_File_1.csv	07/12/2014 12:30 PM	*Processing (1/2): Virus Check In Progress*	

Upload Files

Return to Submission Menu

⚠ Rows of data uploaded in multiple files – even files uploaded at different times – will be automatically combined. Therefore, if you wish to replace data contained in a previously-uploaded file, you must first remove that file below and then upload a new file.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

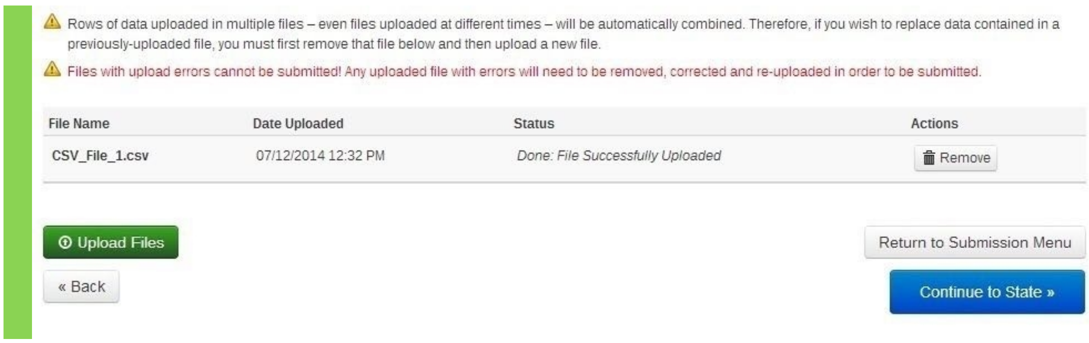
File Name	Date Uploaded	Status	Actions
CSV_File_1.csv	07/12/2014 12:32 PM	*Done: File Successfully Uploaded*	Remove
CSV_File_2.csv	07/12/2014 12:32 PM	*Processing (2/2): Validations In Progress*	

Upload Files

Return to Submission Menu

ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded,** as shown below.



ALERT: For files containing data for many census tracts, it may take a minute or two for the interface to tally the data after you click Continue to State. Resist the temptation to click Continue to State more than once!

When all your files have completed validation and have been successfully uploaded, you can click on the blue **Continue to State** button shown below to enter the required state-level **Fixed Voice Subscription** totals, as described in the **State Data** section above. Otherwise, you can click on the **Return to Submission Menu** button shown above if you wish to return to the **Submission Menu**, and enter your state-level data at another time.

ALERT: We recommend that you finish the uploading or entry of all of your fixed voice subscription data before continuing to the state-level entries. If you change your tract-level data after entering the state-level totals, you will need to re-enter the state-level data

If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown in the page above. You will not be able to submit a filing that contains errors in any section. To replace a removed file with a corrected file or to upload additional files, click the **Upload Files** button, which will take you back to the **Fixed Voice Subscription – File Upload** page.

7.3. State Data

Go to **Table of Contents**

7.3.1 State Data Entry - Overall Steps

After clicking **Continue to State** either from the **Fixed Voice Subscription - Interactive Data Entry** or **Fixed Voice Subscription - File Upload** pages, the system will tally the tract-level data you entered to find the total numbers of **VGE Lines** or **VoIP Subscriptions** and/or **Consumer VGE Lines** or **VoIP Subscriptions**, as well as the number of **Consumer VGE Lines** and/or **Consumer VoIP Subscriptions,** in each state for which you reported tracts.

The system will then show you the aggregated data, state-by-state, starting with local exchange telephone and moving to interconnected VoIP, and ask you to allocate lines and / or subscriptions in a few different ways.

7.3.2 State Data - Local Exchange Telephone Subscriptions

If your tract data contain any VGE lines, you'll be asked to allocate those lines for each state after clicking the **Continue to State** button. The states will be presented in alphabetical order. For each **State**,

1. Allocate lines provided to unaffiliated providers between Wholesale and UNE-L;

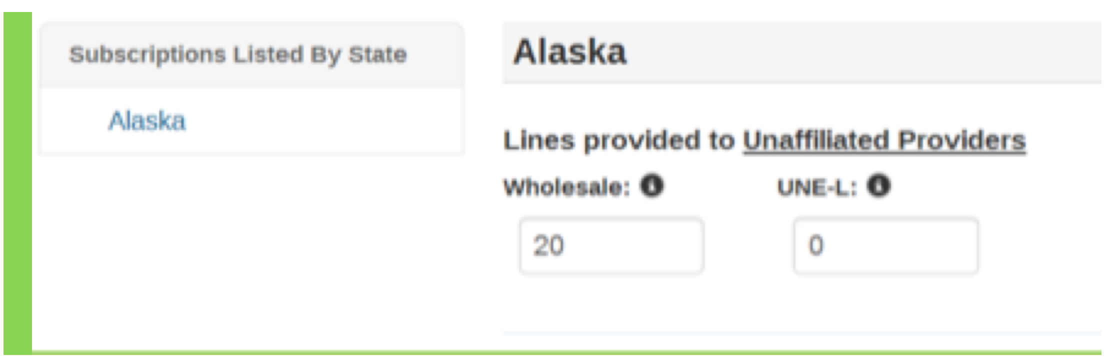
2. Allocate lines provided to end users by (a) Services Sold, (b) Product Type, (c) Ownership and (d) Last-mile Medium; and

3. Click **Save Current State**, then go to the next state using the menu at the left or click **Finished**. When you click **Finished**, you'll move on to allocate you interconnected VoIP subscriptions, or if you didn't enter any such data, you'll return to the **Submission Menu**.

WARNING: Each cell must contain a number, even if it's zero. Blanks will cause an error.

NOTE: We recommend that you periodically Save your work as you go, for example — when you have finished entering data for each state.

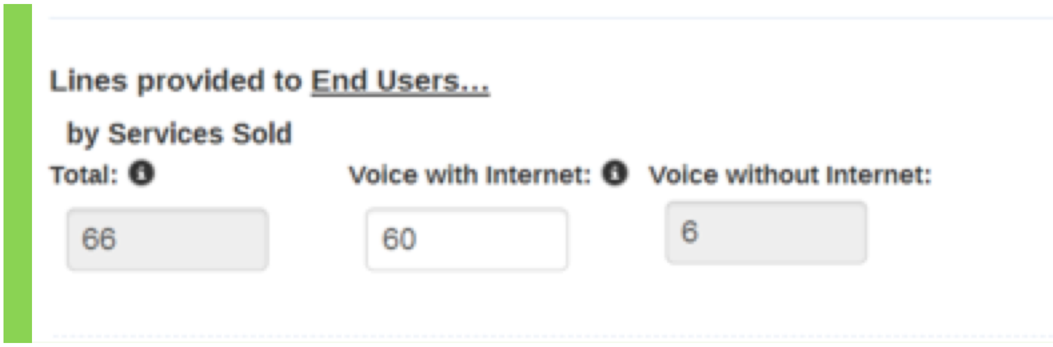
Lines provided to Unaffiliated Providers…



For most sections of this page, you'll be allocating lines you entered at the tract level. In this case, since no data on these lines were entered at the tract level, you just need to report two separate numbers: (1) the number of wholesale-service lines; and (2) the number of unbundled network element loops (UNE-L) that you (including your affiliates) provided to **unaffiliated** service providers.

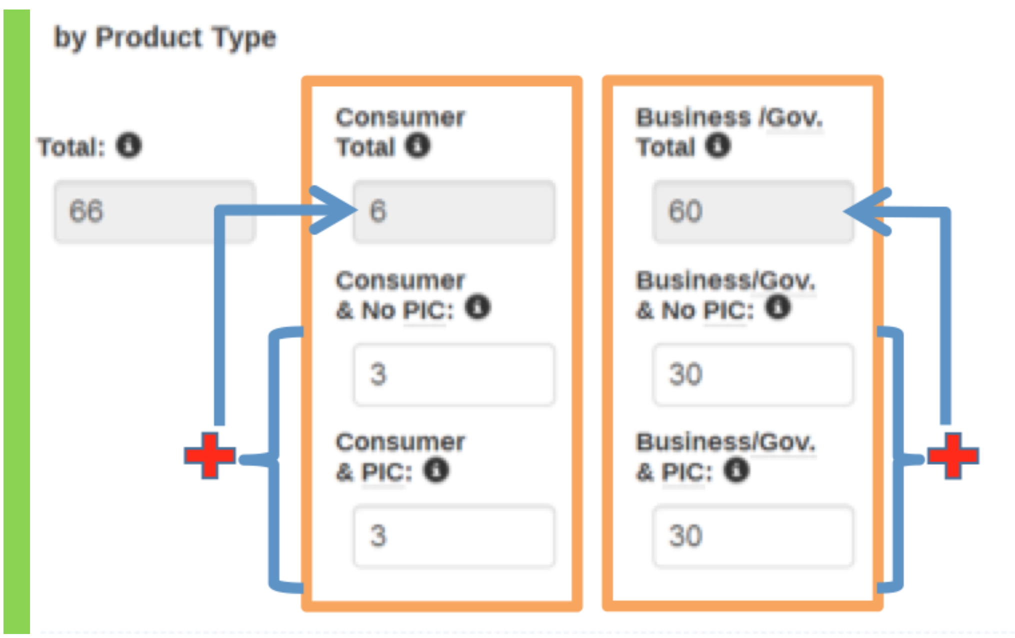
Lines provided to <u>End Users…</u>

by Services Sold:



The **Total** is populated based on the tract data you've already entered. For **Voice with Internet**, enter the number of lines for which you (including affiliates) sell voice and broadband Internet-access service to the same end-user customer. It does not matter if the two services are billed separately or if they are billed by different affiliates. The filing interface will then calculate the number of lines for **Voice without Internet**.

by Product Type:



Here, the **Total**, **Consumer Total** and **Business / Gov Total** have been populated based on the tract data you've already entered. It remains for you to allocate both **Consumer Total** and **Business / Gov Total** between lines for which you are the PIC (Presubscribed Interstate longdistance Carrier) and lines for which you are not the PIC. Make sure the arithmetic, shown below, in the orange boxes above is correct:

Consumer Total must equal Consumer & No PIC + Consumer & PIC

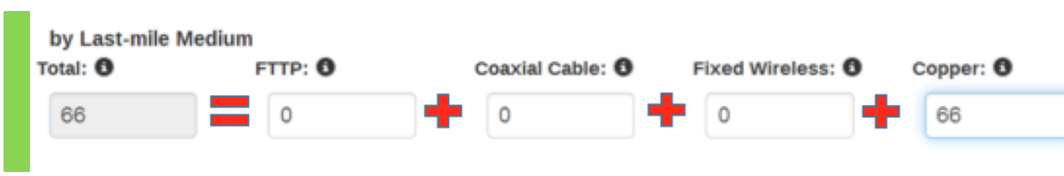
Business/Gov Total must equal Business/Gov & No PIC + Business/Gov & PIC

by Ownership:

For this part, show how your total lines are divided between lines that terminate at the end user's premises over last-mile facilities that you (including affiliates): own (**Owned**), obtained from an unaffiliated provider as **UNE-L**s, or resold (**Resale**). Again, the math has to work:

Total must equal Owned + UNE-L + Resale

by Last-mile Medium:



Allocate total lines by the technology in use at the termination at the *end-user's premises*. If you don't have any lines in service over a particular medium, enter 0. Everything should add up:

Total must equal FTTP + Coaxial Cable + Fixed Wireless + Copper

When you have finished your Local Telephone Exchange Service entries for a particular state, click the **Next State** button to enter the Local Telephone Exchange Service totals for the next state. Once you have finished the state-level Local Telephone Exchange Service entries for all of your states, click the **Finished** button. When you click **Finished**, you'll move on to allocate your interconnected VoIP subscriptions for each state, or if you did not previously enter any such data, you'll return to the **Submission Menu**.

7.3.3 State Data - Interconnected VoIP Subscriptions

If your tract data contain any interconnected VoIP subscriptions, you'll be asked to allocate those subscriptions for each state after clicking **Continue to State**. The states will be presented in alphabetic order. For each **State**,

1. Allocate Over-the-Top iVoIP subscriptions, where you provide service to end users without also supplying last-mile facilities, between **Consumer** and **Business / Government** subscribers;

2. Allocate All Other iVoIP subscriptions, where you provide service to end users and also supply last-mile facilities, by (a) End User Type, (b) Services Sold, and (c) Last-mile Medium; and

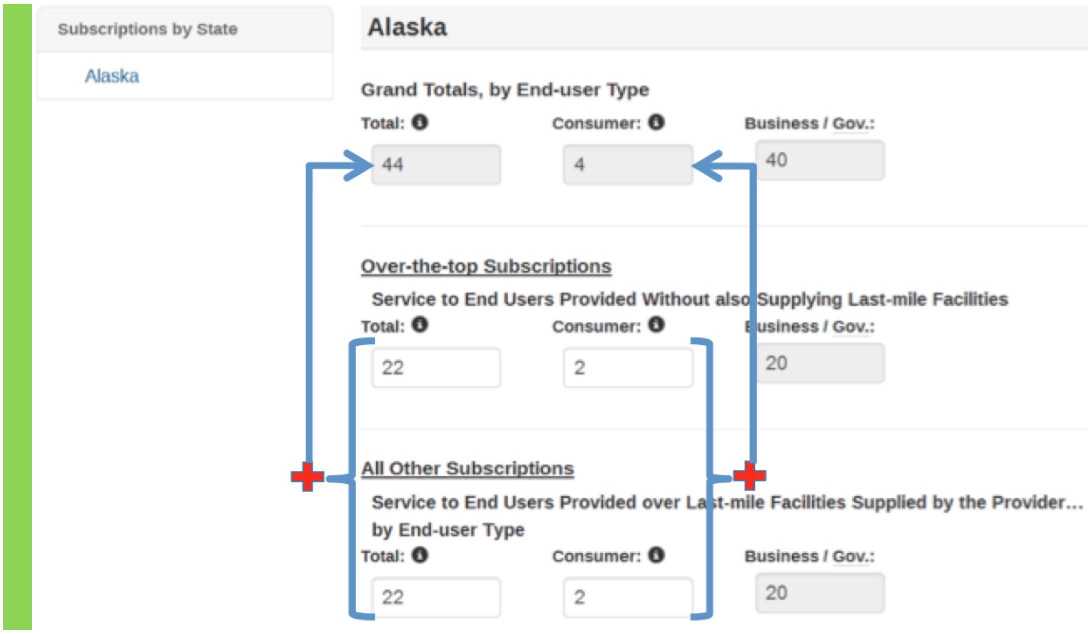
3. Click **Save Current State,** then go to the next state using the menu at the left or click **Finished**.

NOTE: We recommend that you periodically Save your work as you go, for example — when you have finished entered data for each state.

ALERT: Each cell must contain a number, even if it is a "0" - zero. Blanks will cause errors.

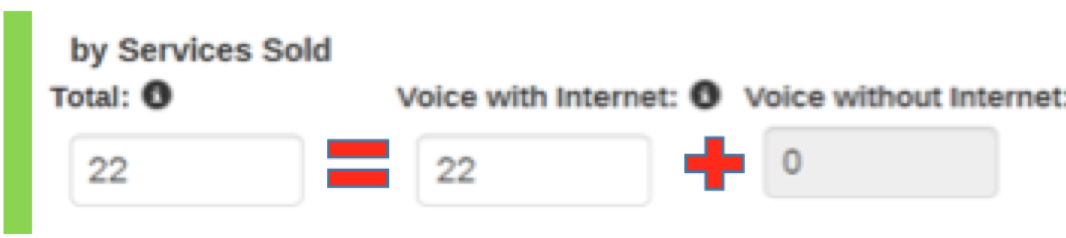
In the tract-level data, you've already grouped the total number of subscriptions by end-user type (Consumer vs. Business/Gov). At the top of the screen for each state, the system will show you the Grand Total numbers of Total, Consumer, and Business / Government subscriptions you entered in your tract-level data. If these numbers don't look correct, you should return to the Fixed Voice Subscription interactive data entry or file upload pages, and make changes to the tract data.

At the state level, you'll need to first separate the **Grand Totals** into two groups: **Over-the-top** and **All Other**. For more information about how to do this, read **How to Allocate VoIP Subscriptions**. You then need to allocate both **Over-the-top** and **All Other** subscriptions by **End-user Type** (see the screen shot below). Note that the analogous categories of **Over-the-top** subscriptions and **All Other** subscriptions must add up to the **Grand Totals**. If all of your subscriptions are of one type, then all you need to do is repeat the **Grand Totals**.



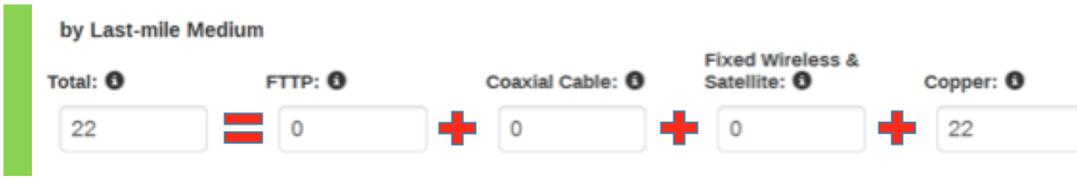
In addition to allocating **All Other** subscriptions by **End-user Type**, you also need to allocate these subscriptions by **Services Sold** and by **Last-mile Medium**.

To allocate **by Services Sold**, enter in **Voice with Internet** the number of subscriptions where you (including affiliates) sell voice and broadband Internet access service to the same end-user customer. It does not matter if the two services are billed separately or if they are billed by different affiliates. The filing interface will then calculate the number of subscriptions for **Voice without Internet**—that is, without the end user also purchasing broadband Internet access service—as a residual.



To allocate by **Last-mile Medium**, remember that **All Other Subscriptions** are subscriptions for which you (including affiliates) also supply the end user with the high-capacity connection that delivers the interconnected VoIP service. That high-capacity connection could be last-mile facilities you own or it could be last-mile facilities you lease from an unaffiliated entity. In either case, count these subscriptions according to the technology of the high-capacity connection that terminates at the end user's location. The following identity must hold:

Total must equal FTTP + Coaxial Cable + Fixed Wireless & Satellite + Copper



When you have finished your **Interconnected VoIP Subscription** entries for a particular state, click the **Next State** button to enter the **Interconnected VoIP Subscription** totals for the next state. Once you have finished the state-level **Interconnected VoIP Subscription** entries for all of your states, click the **Finished** button to return to the **Submission Menu**.

8. Mobile Broadband Deployment

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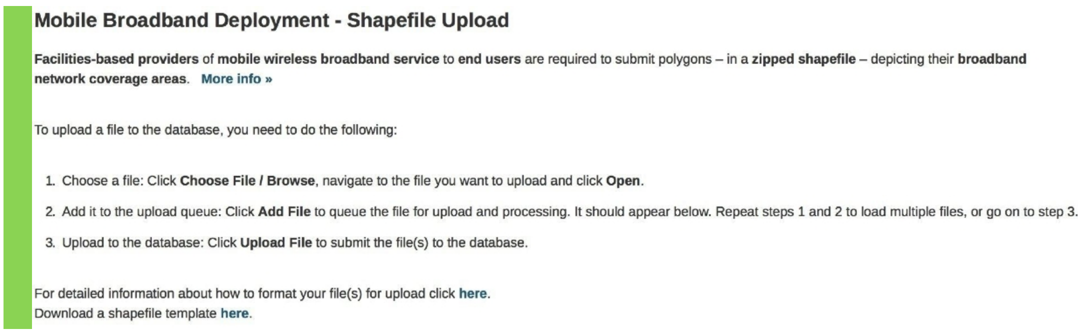
If you click on the **Mobile Broadband Deployment** link on the **Submission Menu**, you will be taken to the **Mobile Broadband Deployment – Shapefile Upload** page shown below, where you can upload your mobile broadband deployment data.



Mobile Broadband Deployment - Shapefile Upload

Facilities-based providers of **mobile wireless broadband service** to **end users** are required to submit polygons – in a **zipped shapefile** – depicting their **broadband network coverage areas**. **More info »**

To upload a file to the database, you need to do the following:

1. Choose a file: Click **Choose File / Browse**, navigate to the file you want to upload and click **Open**.
2. Add it to the upload queue: Click **Add File** to queue the file for upload and processing. It should appear below. Repeat steps 1 and 2 to load multiple files, or go on to step 3.
3. Upload to the database: Click **Upload File** to submit the file(s) to the database.

For detailed information about how to format your file(s) for upload click **here**.
Download a shapefile template **here**.

For more information about who must file this section of the form and the type of data to file, see **Mobile Broadband Deployment Terms** and the **Instructions**.

Coverage areas and associated data on mobile broadband deployment must be submitted in a shapefile format. The shapefile(s) must be formatted in accordance with the directions provided in a separate document, **How Should I Format My Mobile Broadband Deployment Data?**, and uploaded as a .zip file to the Form 477 filing interface. Links to additional information on formatting are provided on this page, as shown below:

Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 3-step operation. Let’s walk through it.

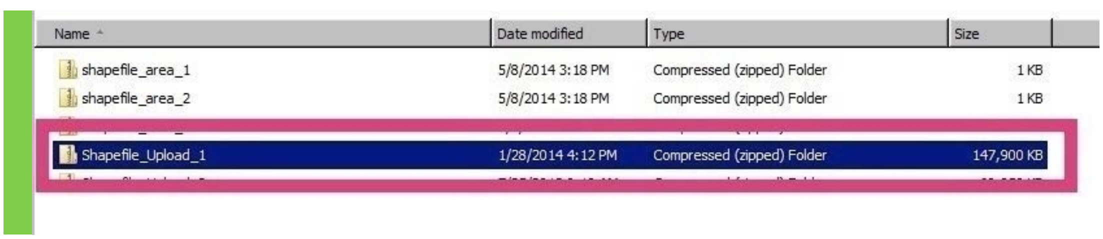
For detailed information about how to format your file(s) for upload click here.
Download a shapefile template here.

8.1 STEP 1 - Shapefile Select

NOTE: Your .zip file must include — along with the shapefile components — a .txt (plain text) “read me” file that explains the methodology used to generate the map layer, including any assumptions and an assessment of the accuracy of the finished product.

Click the **Choose File** or **Browse** button (depending on your browser/operating system) shown below:

A pop-up file finder window should appear, as shown below. Navigate to the file you’d like to upload (only 1 at a time is allowed), then select and upload the file.

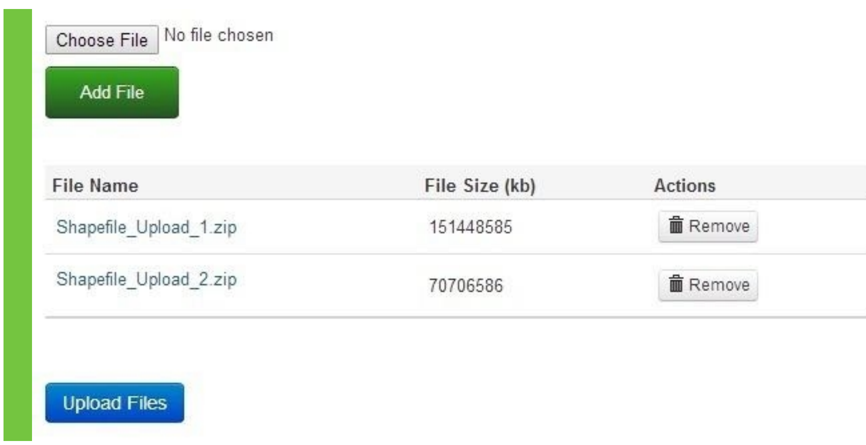


The file name should appear to the right of the **Choose File** button as shown below or in the window to the left of the **Browse** button, depending on your browser.

8.2 STEP 2 - Shapefile Upload

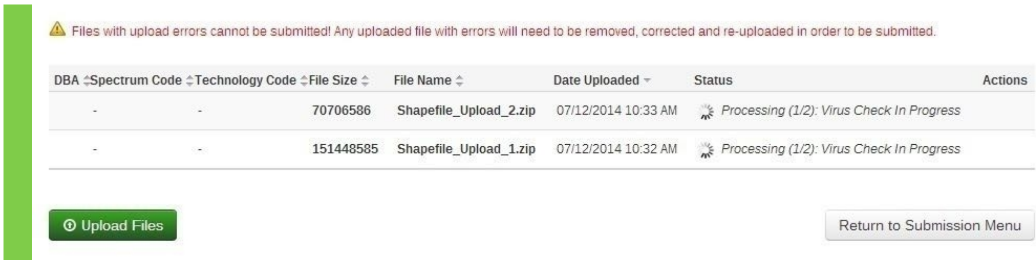
Click the **Add File** button to add the chosen file to the upload queue. Once you do this, the file should appear on the load list below the **Add File** button, as shown below:

You may repeat steps 1 and 2, **Choose File** and **Add File**, to create a list of files to upload. Once you have added all of your files to the upload queue, go to step 3. A multiple file load example is shown below:



8.3 STEP 3 - Shapefile Process

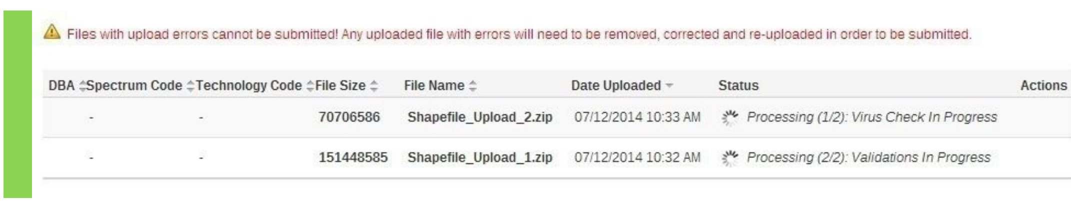
After clicking **Upload Files**, you will be taken to the **Mobile Broadband Deployment - Uploaded Files** page shown below.



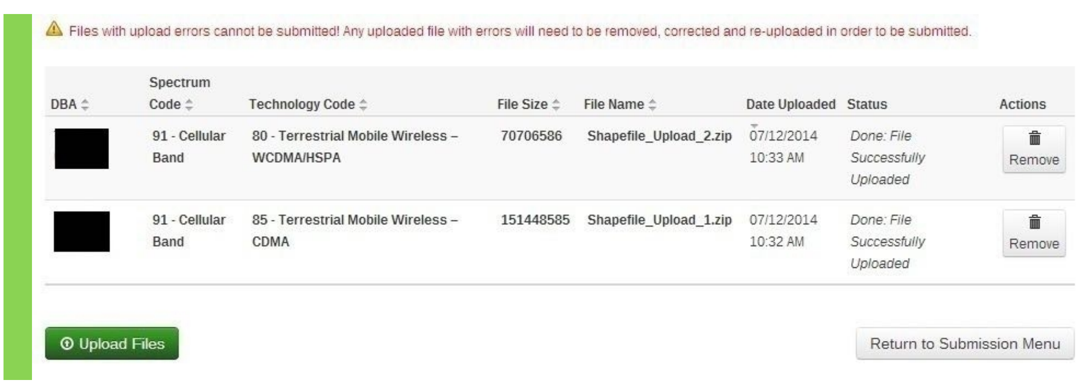
This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. Virus check.
2. Validations to ensure that the formatting of the shapefile is correct.

These 2 steps are indicated in the **Status** column of the page, as shown below.



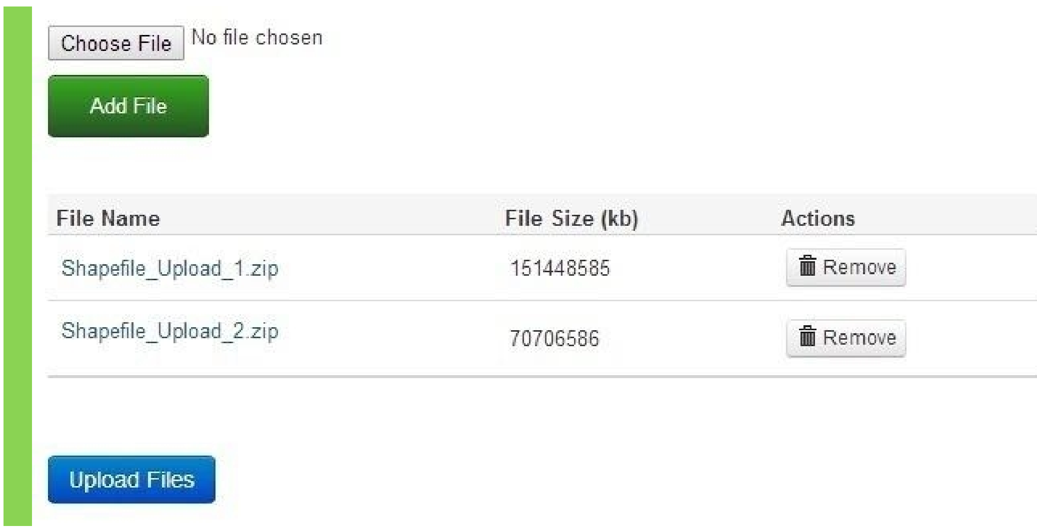
After the file has successfully uploaded, you will see the following status of **Done: File Successfully Uploaded** as shown below.



If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** button shown above.

If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**. You will not be able to submit a filing that contains errors in any section.

To replace a removed file with a corrected file or to upload additional files, click the **Upload Files** button, which will take you back to the **Mobile Broadband Deployment – File Upload** page.



9. Mobile Broadband Service Availability

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If you click on the **Mobile Broadband Service Availability** link on the **Submission Menu**, you will be taken to the **Mobile Broadband Service Availability – File Upload** page shown below, where you can upload your mobile broadband service availability data.

Mobile Broadband Service Availability - File Upload

Each **facilities-based provider** with **mobile wireless broadband connections** to **end users** shall provide a list – uploaded as a delimited, plain text file – of all **census tracts** in which broadband service is **advertised and available** to actual and potential subscribers. **More info »**

To upload a file to the database you need to do the following:

1. Choose a file: Click **Choose File / Browse**, navigate to the file you want to upload and click **Open**.
2. Add it to the upload queue: Click **Add File** to queue the file for upload and processing. It should appear below. Repeat steps 1 and 2 to load multiple files, or go on to step 3.
3. Upload to the database: Click **Upload File** to submit the file(s) to the database.

⚠ Rows of data uploaded in multiple files – even files uploaded at different times – will be automatically combined. Therefore, if you wish to replace data contained in a previously-uploaded file, you must first remove that file on the **Uploaded Files** page and then upload a new file.

For detailed information about how to format your file(s) for upload click **here**.
Download a sample file **here**.
Download an Excel 2010 template **here**.

File format is described here. Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 3-step operation. Let's walk through it.

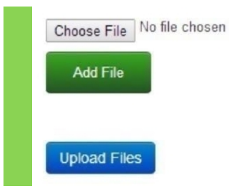
For detailed information about how to format your file(s) for upload click here.
Download a sample file here.
Download an Excel 2010 template here.

9.1 STEP 1 - CSV File Select

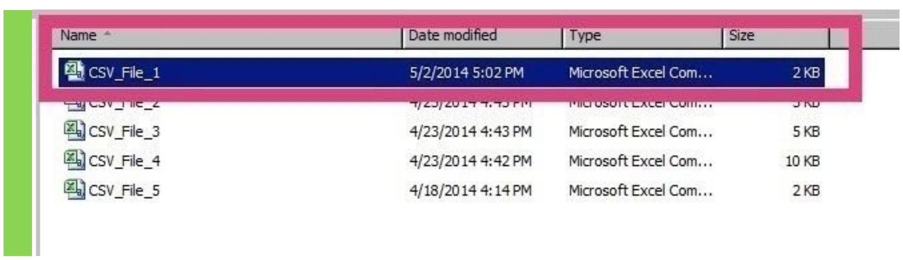
WARNING: Duplicate records in data files will cause errors. Common reasons for duplicate records and their impact and resolution are:

- You are uploading multiple files at the same time and there are duplicate records within a file or across multiple files. Delete the duplicate records and re-upload the corrected files.
- You have previously uploaded a file with similar information, e.g. duplicate records. The system will automatically append these new files to those previously uploaded and will produce a file upload error. Edit the new file off-line and re-upload the corrected new file.
- If a new file should replace a previously uploaded file, you must delete the previously uploaded file and then upload the new file.

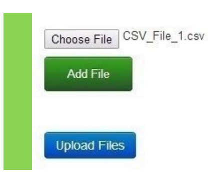
Click the **Choose File** or **Browse** button (depending on your browser/operating system) shown below.



A pop-up file finder window should appear, as shown below. Navigate to the file you'd like to upload (only 1 at a time is allowed), then select and upload the file.



The file name should appear to the right of the **Choose File** button as shown below or in the window to the left of the **Browse** button, depending on your browser.



9.2 STEP 2 - CSV File Upload

Click the **Add File** button to add the chosen file to the upload queue. Once you do this, the file should appear on the load list below the **Add File** button, as shown below.

You may repeat steps 1 and 2, **Choose File** and **Add File**, to create a list of files to upload (remember, any duplicate records across files will cause an error). Once you have added all of your files to the upload queue, go to step 3. A multiple file load example is shown below.

9.3 STEP 3 - CSV File Process

After clicking Upload Files, you will be taken to the **Mobile Broadband Service Availability - Uploaded Files** page shown below.

File Name	Date Uploaded	Status
CSV_File_1.csv	07/30/2014 1:16 PM	*Processing (1/2): Virus Check In Progress*
CSV_File_2.csv	07/30/2014 1:16 PM	*Processing (1/2): Virus Check In Progress*

This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. Virus check.
1. Validations to ensure that the tract codes are valid, the formatting of the data is correct and there are no duplicate records.

These 2 steps are indicated in the **Status** column of the page, as shown in the 2 screenshots below.

Rows of data uploaded in multiple files – even files uploaded at different times – will be automatically combined. Therefore, if you wish to replace data contained in a previously-uploaded file, you must first remove that file below and then upload a new file.

Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	07/12/2014 12:30 PM	*Processing (1/2): Virus Check In Progress*	
CSV_File_1.csv	07/12/2014 12:30 PM	*Processing (1/2): Virus Check In Progress*	

Upload Files   Return to Submission Menu

Rows of data uploaded in multiple files – even files uploaded at different times – will be automatically combined. Therefore, if you wish to replace data contained in a previously-uploaded file, you must first remove that file below and then upload a new file.

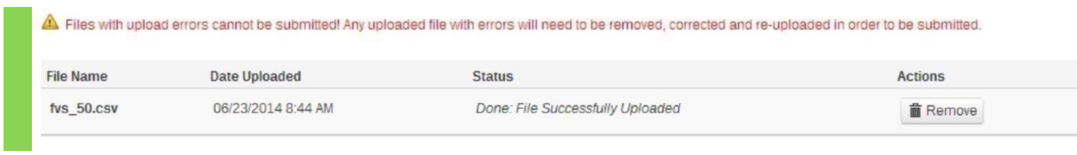
Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_1.csv	07/12/2014 12:32 PM	*Done: File Successfully Uploaded*	Remove
CSV_File_2.csv	07/12/2014 12:32 PM	*Processing (2/2): Validations In Progress*	

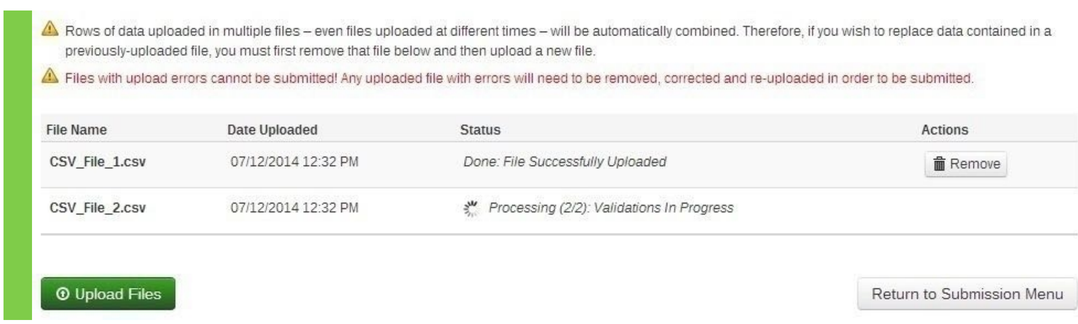
Upload Files   Return to Submission Menu

ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded,** as shown below.



If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** button shown below.



If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown in the page above. You will not be able to submit a filing that contains errors in any section.

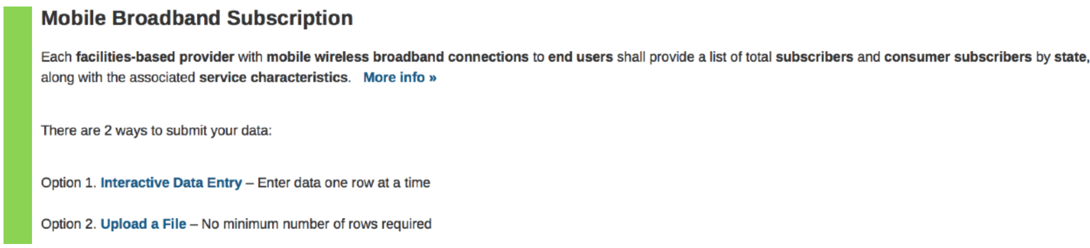
To replace a removed file with a corrected file or to upload additional files, click the **Upload Files** button, which will take you back to the **Mobile Broadband Service Availability – File Upload** page.


Choose File
No file chosen
Add File
File Name
File Size (kb)
Actions
CSV_File_1.csv
1192
Remove
Upload Files

10. Mobile Broadband Subscription

Go to **Table of Contents**

If you click on the **Mobile Broadband Subscription** link on the **Submission Menu**, you will be taken to the **Mobile Broadband Subscription** page shown below.



As you can see there are two options for data submission: (1) interactive data entry and (2) file upload.

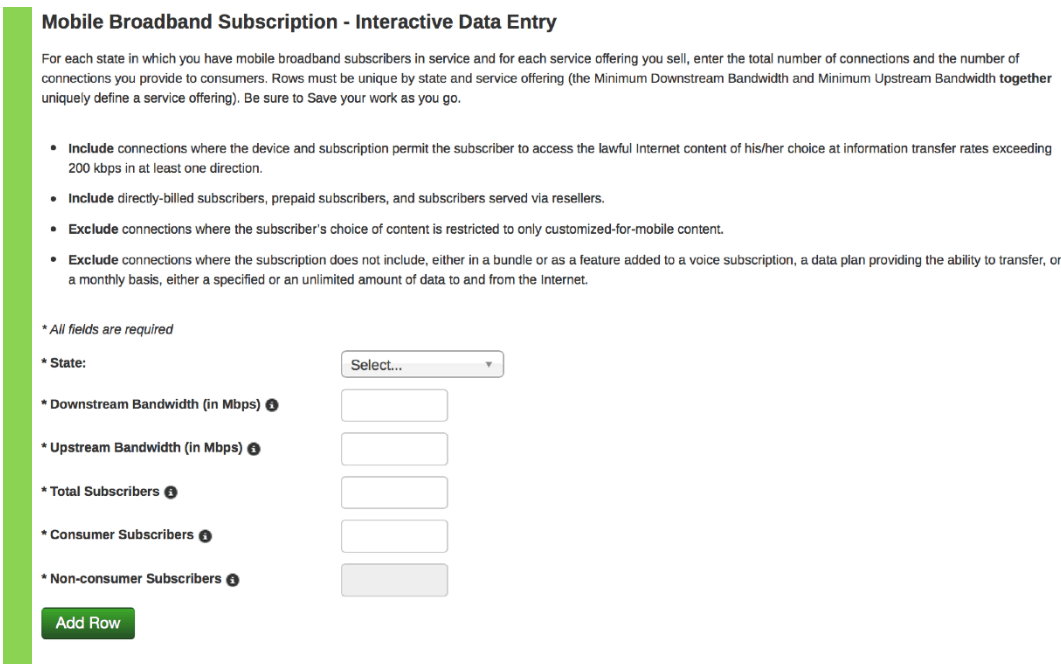
You may enter data interactively one row at a time. Data for upload can include any number of records and should be formatted in accordance with the directions provided in a separate document, **How Should I Format my Mobile Broadband Subscription Data?**

Select your method of data submission to proceed.

10.1. Mobile Broadband Subscription - Interactive Data Entry

Go to **Table of Contents**

If you Select **Option 1** on the **Mobile Broadband Subscription** page, you will be taken to the **Mobile Broadband Subscription – Interactive Data Entry** page shown below, where you can enter your mobile broadband subscription data. All fields are required to be completed and each is described below.



Mobile Broadband Subscription - Interactive Data Entry

For each state in which you have mobile broadband subscribers in service and for each service offering you sell, enter the total number of connections and the number of connections you provide to consumers. Rows must be unique by state and service offering (the Minimum Downstream Bandwidth and Minimum Upstream Bandwidth **together** uniquely define a service offering). Be sure to Save your work as you go.

- **Include** connections where the device and subscription permit the subscriber to access the lawful Internet content of his/her choice at information transfer rates exceeding 200 kbps in at least one direction.
- **Include** directly-billed subscribers, prepaid subscribers, and subscribers served via resellers.
- **Exclude** connections where the subscriber's choice of content is restricted to only customized-for-mobile content.
- **Exclude** connections where the subscription does not include, either in a bundle or as a feature added to a voice subscription, a data plan providing the ability to transfer, on a monthly basis, either a specified or an unlimited amount of data to and from the Internet.

** All fields are required*

*** State:** Select...

*** Downstream Bandwidth (in Mbps)**

*** Upstream Bandwidth (in Mbps)**

*** Total Subscribers**

*** Consumer Subscribers**

*** Non-consumer Subscribers**

Add Row

State: Select the **State** for the row being entered. The drop-down list includes all U.S. states and territories.

For example, below the **State** of “California” has been highlighted

Downstream Bandwidth: Enter the **Downstream Bandwidth -** in Mbps (Mega bits per second) - of the service subscribed to in this state. Report the advertised downstream bandwidth associated with the service. Enter the maximum if the product was marketed with a downstream bandwidth range. If no downstream bandwidth is mentioned in marketing, enter the downstream bandwidth the customer should expect to receive.

NOTE: While the bandwidth for the various records may vary, in all cases the required unit for entry is the same. It is ALWAYS Mbps (Mega bits per second). Do not enter bandwidth in Kbps (Kilo bits per second) or Gbps (Giga bits per second). The value must always be a number; therefore, only digits and a decimal point are allowed. Up to three digits can be added to the right of the decimal point. Therefore, 768 Kbps service would be 0.768 Mbps, and you should enter "0.768". A 1 (one) Gbps service should be entered as "1000".

ALERT: Substantial changes in the entries for bandwidth or number of connections from one filing to the next may result in a follow up call. Please ensure you enter accurate data and provide more information in the Explanation and Comments section.

Upstream Bandwidth: Enter the **Upstream Bandwidth** in Mbps of the product with the **Downstream Bandwidth** entered in the previous column. Report the advertised upstream bandwidth of the service subscribed to in this state. Enter the maximum if the product was marketed with an upstream bandwidth range. If no upstream bandwidth is mentioned in marketing, enter the upstream bandwidth the customer should expect to receive.

As with downstream bandwidth, upstream bandwidth should be entered in Mbps, and up to 3 decimal places are allowed.

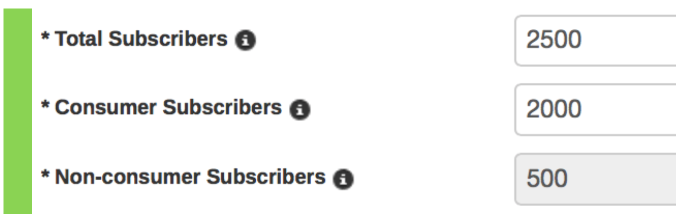
Add rows for different upstream/downstream bandwidths subscribed to in the state.

Total Subscribers: Enter the number of mobile broadband subscribers in service, including subscribers that you (including affiliates) bill directly (including through agents), pre-paid subscribers, and subscribers served via unaffiliated mobile voice service resellers in the **Total Subscribers** box shown below. For more information, see **Mobile Broadband Subscription Terms**.

Remember to describe in the **Explanations and Comments** section of the form the method used to assign subscribers to a state (e.g., area code of the device's phone number, billing address, place of primary use address).

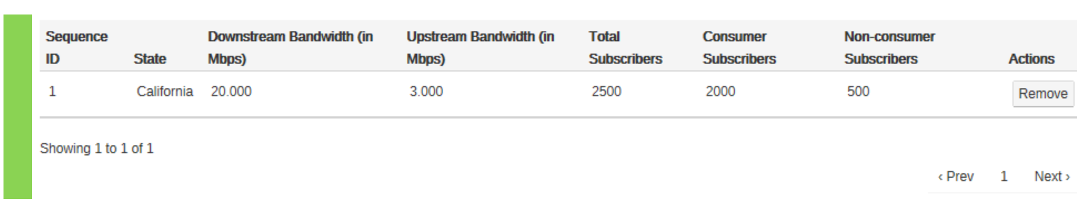
Consumer Subscribers: Of the total number of subscribers, the number that are **not** billed to a corporate, non-corporate business, government or institutional customer account. For more information, see **Mobile Broadband Subscription Terms**.

Non-Consumer Subscribers: This will be automatically calculated by subtracting the **Consumer Subscribers** from **Total Subscribers**.



You now can enter additional rows as needed by clicking the **Add Row** button shown below.

Each time you Add Row, it is automatically saved.



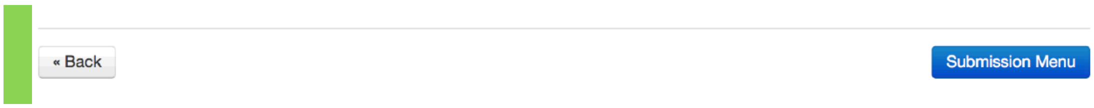
Sequence ID	State	Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Total Subscribers	Consumer Subscribers	Non-consumer Subscribers	Actions
1	California	20.000	3.000	2500	2000	500	Remove

Showing 1 to 1 of 1

‹ Prev 1 Next ›

WARNING: Duplicate rows will cause errors if they conflict with duplicate records in uploaded files. Therefore, avoid including duplicates.

When you have finished your interactive data entry for this section, click on the **Submission Menu** button shown above to return to the **Submission Menu**.



10.2. Mobile Broadband Subscription - File Upload

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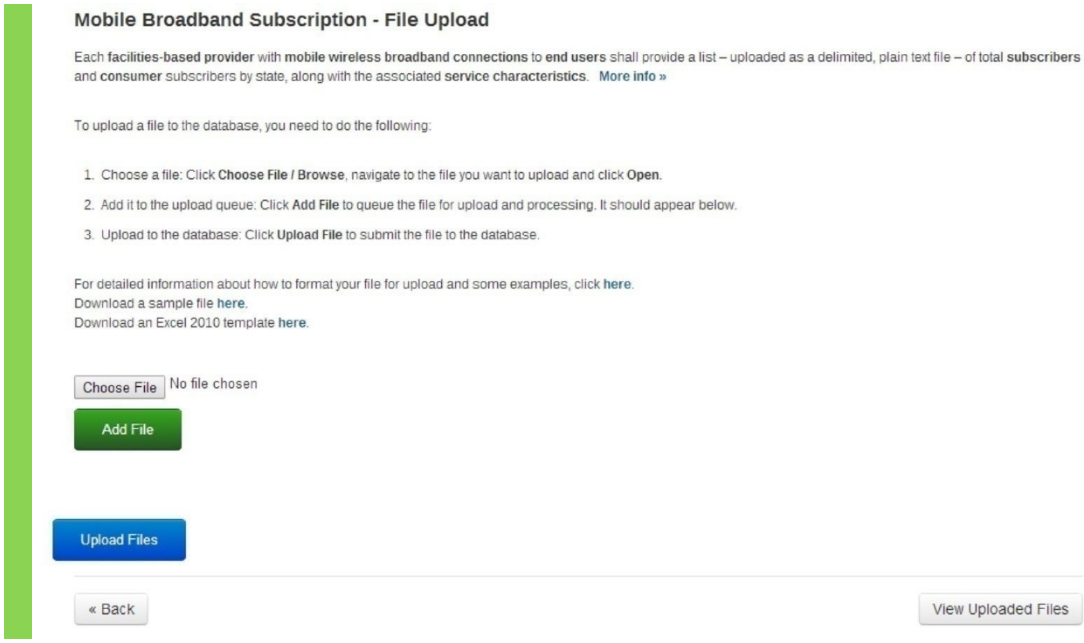
If you Select **Option 2** on the **Mobile Broadband Subscription** page, you will be taken to the **Mobile Broadband Subscription – File Upload** page shown below, where you can upload your mobile broadband subscription data.



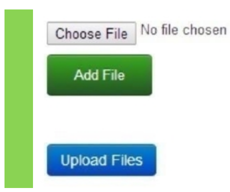
File format is described here. Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 3-step operation. Let's walk through it.

10.2.1 STEP 1 - CSV File Select

WARNING: Duplicate records in data files will cause errors. Common reasons for duplicate records and their impact and resolution are:

- You have previously entered rows using the Interactive Data Entry option and attempt to upload a file containing some of the same records. Either remove the duplicates from the upload file off-line or use the Interactive Data Entry page to delete duplicates. After correcting, re-upload the file.
- You have previously uploaded a file with similar information, e.g. duplicate records. The system will automatically append these new files to those previously uploaded and will produce a file upload error. Edit the new file off-line and re-upload the corrected new file.
- If a new file should replace a previously uploaded file, you must delete the previously uploaded file and then upload the new file.

Click the **Choose File** or **Browse** button (depending on your browser/operating system) shown below.

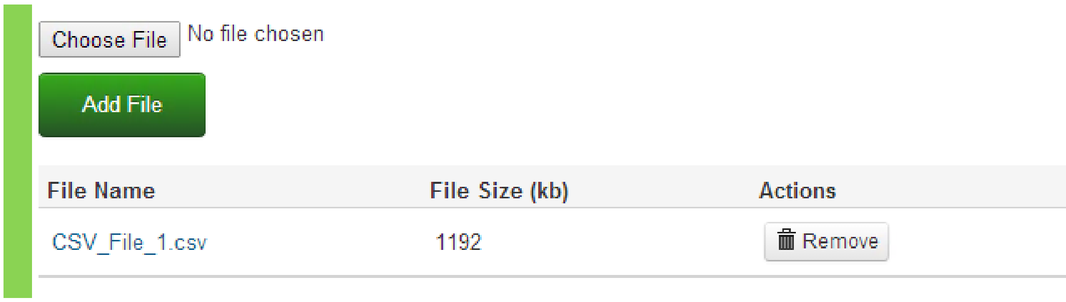


For this section, only one file can be uploaded at a time. Uploading a new file will replace any data uploaded or entered previously.

The file name should appear to the right of the **Choose File** button as shown below or in the window to the left of the **Browse** button, depending on your browser.

10.2.2 STEP 2 - CSV File Upload

Click the **Add File** button to add the chosen file to the upload queue. Once you do this, the file should appear on the load list below the **Add File** button, as shown below.



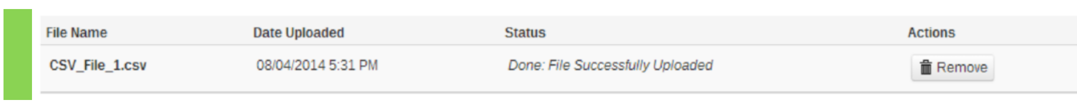
10.2.3 STEP 3 - CSV File Process

After clicking Upload Files, you will be taken to the **Mobile Broadband Subscription - Uploaded Files** page shown below.

This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. Virus check.
2. Validations to ensure that the formatting of the data is correct and there are no duplicate records.

These 2 steps are indicated in the **Status** sections of the page. After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded,** as shown below.



File Name	Date Uploaded	Status	Actions
CSV_File_1.csv	08/04/2014 5:31 PM	*Done: File Successfully Uploaded*	Remove

If you have finished uploading your file or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** button shown below.

If you received an error message when attempting an upload, you must remove the file by clicking the **Remove** button under **Actions**, as shown above. You will not be able to submit a filing that contains errors in any section.

To replace a removed file with a corrected file or to upload additional files, click the **Upload Files** button, which will take you back to the **Mobile Broadband Subscription – File Upload** page.

11. Mobile Voice Deployment

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If you click on the **Mobile Voice Deployment** link on the **Submission Menu**, you will be taken to the **Mobile Voice Deployment – Shapefile Upload** page shown below, where you can upload your mobile voice deployment data.

> **Mobile Voice Deployment - Shapefile Upload**
>
> **Facilities-based providers** of **mobile wireless voice service** to **end users** are required to provide polygons – in a **zipped shapefile** – depicting their **network coverage areas** representing commercially-available mobile voice service. **More info »**
>
> To upload a file to the database you need to do the following:
>
> 1. Choose a file: Click **Choose File / Browse**, navigate to the file you want to upload and click **Open**.
> 2. Add it to the upload queue: Click **Add File** to queue the file for upload and processing. It should appear below. Repeat steps 1 and 2 to load multiple files, or go on to step 3.
> 3. Upload to the database: Click **Upload File** to submit the file(s) to the database.
>
> For detailed information about how to format your file(s) for upload click **here**.
> Download a shapefile template **here**.

For more information about who must file this section of the form and the type of data to file, see **Mobile Voice Deployment Terms** and the **Instructions**.

Coverage areas and associated data on mobile broadband deployment must be submitted in a shapefile format. The shapefile(s) must be formatted in accordance with the directions provided in a separate document, **How Should I Format My Mobile Voice Deployment Data?**, and uploaded as a .zip file to the Form 477 filing interface.

Links to additional information on file formatting are provided on this page, as shown below.

> For detailed information about how to format your file(s) for upload clic here.
> Download a shapefile templat here.

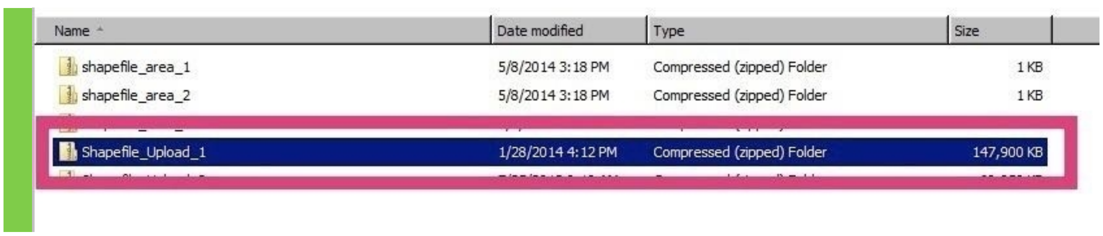
NOTE: Your .zip file must include — along with the shapefile components — a .txt (plain text) "read me" file that explains the methodology used to generate the map layer, including any assumptions and an assessment of the accuracy of the finished product.

File uploading requires a 3-step operation as noted above in the **Mobile Voice Deployment - Shapefile Upload** page and as described in detail below.

11.1 STEP 1 - Shapefile Select

Click the **Choose File** or **Browse** button (depending on your browser/operating system) shown below:

A pop-up file finder window should appear, as shown below. Navigate to the file you'd like to upload (only 1 at a time is allowed), then select and upload the file.

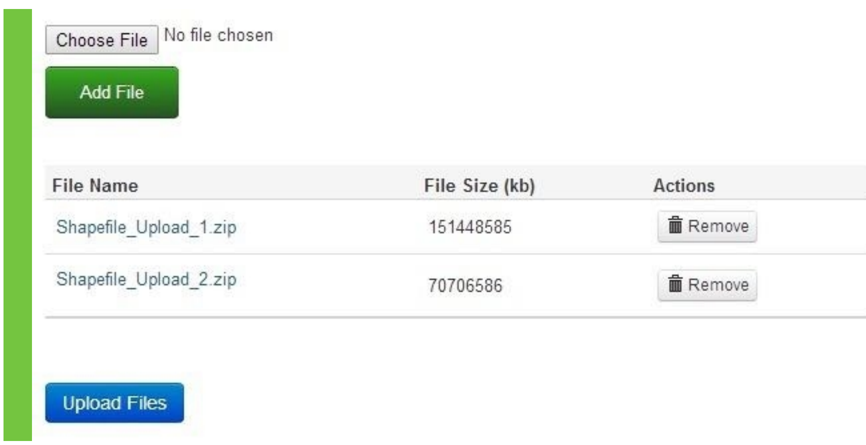


The file name should appear to the right of the **Choose File** button as shown below or in the window to the left of the **Browse** button, depending on your browser.

11.2 STEP 2 - Shapefile Upload

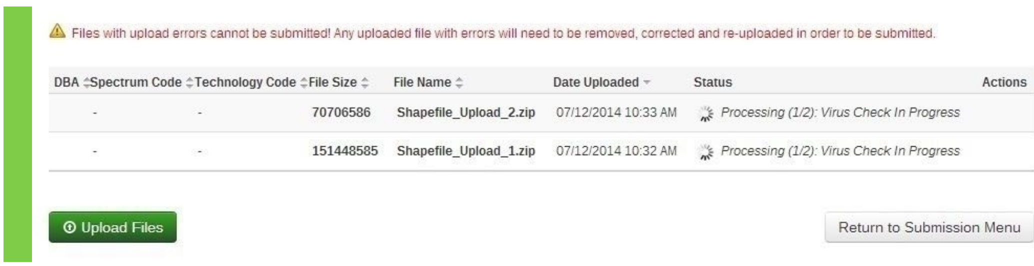
Click the **Add File** button to add the chosen file to the upload queue. Once you do this, the file should appear on the load list below the **Add File** button, as shown below.

You may repeat steps 1 and 2, **Choose File** and **Add File**, to create a list of files to upload. Once you have added all of your files to the upload queue, go to step 3. A multiple file load example is shown below.



11.3 STEP 3 - Shapefile Process

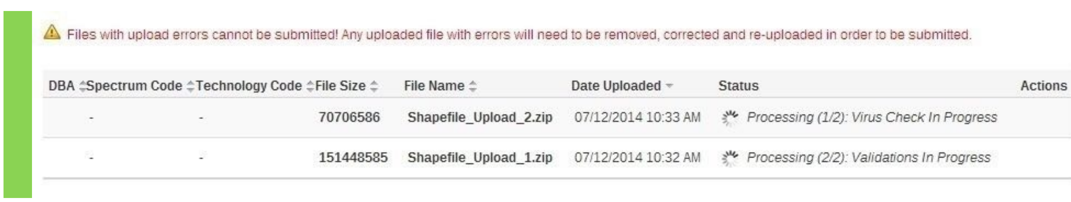
After clicking **Upload Files**, you will be taken to the **Mobile Voice Deployment - Uploaded Files** page shown below.



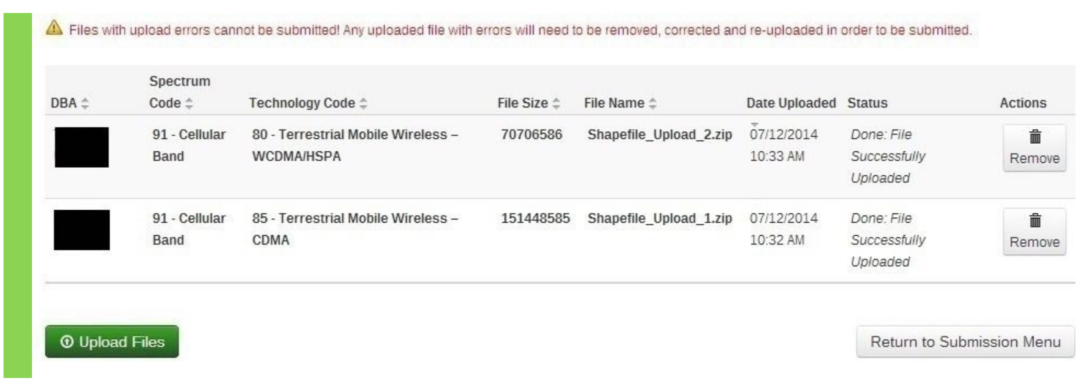
This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. Virus check.
2. Validations to ensure that the formatting of the shapefile is correct.

These 2 steps are indicated in the **Status** column of the page, as shown below.



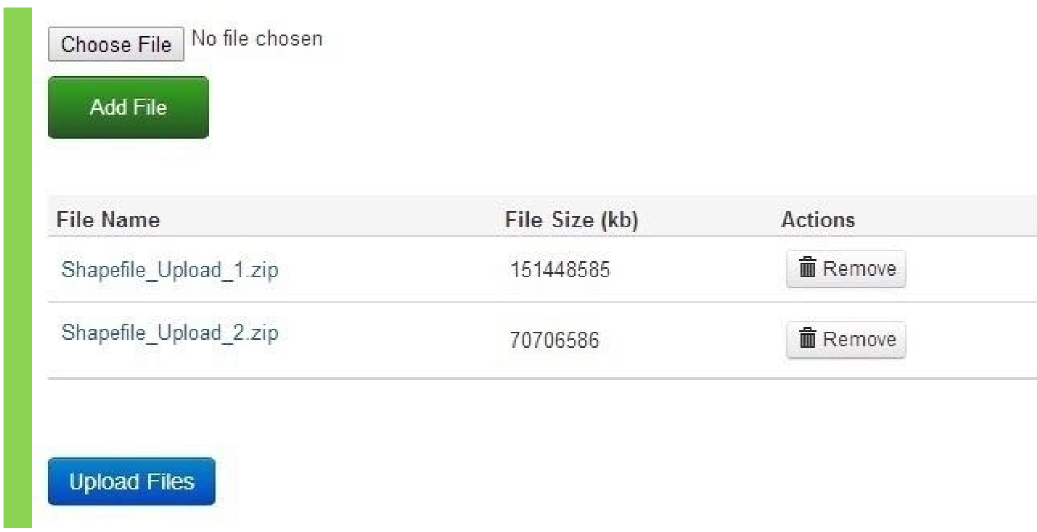
After the file has successfully uploaded, you will see the following status of **Done: File Successfully Uploaded** as shown below.



If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** button shown above.

If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown in the page above. You will not be able to submit a filing that contains errors in any section.

To replace a removed file with a corrected file or to upload additional files, click the **Upload Files** button, which will take you back to the **Mobile Voice Deployment – File Upload** page.



12. Mobile Voice Subscription

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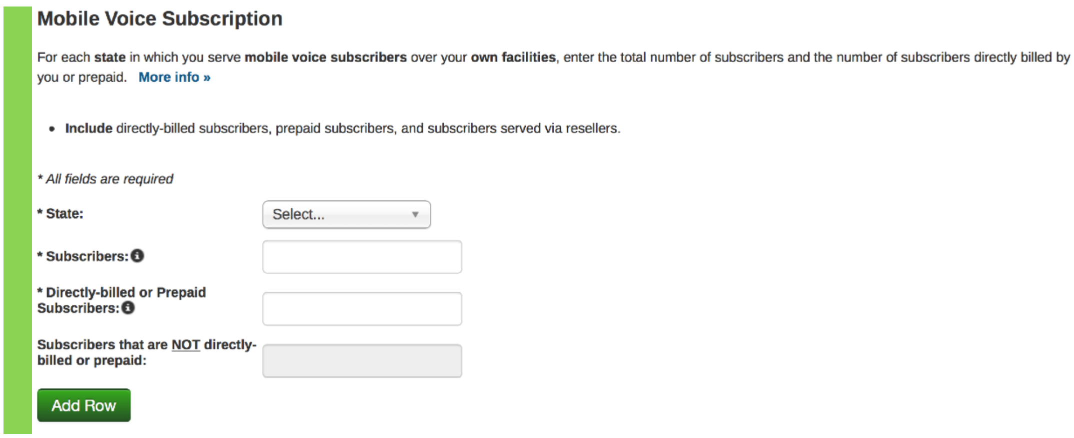
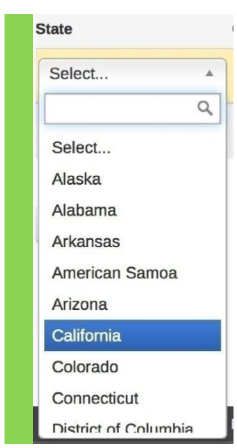
If you select **Mobile Voice Subscription** from the **Submission Menu**, you will be taken to the **Mobile Voice Subscription** page shown below. Information in this section must be entered interactively. For more information about who must file this section of the form and the type of data to file, see **Mobile Voice Subscription Terms** and the **Instructions**.



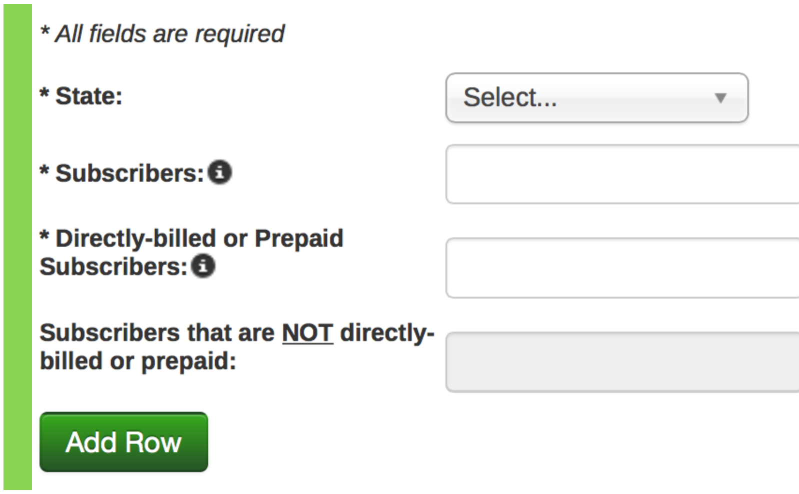
ALERT: You must fill in each box for each record with either a positive whole number or zero.

State: Select the **State** for the row being entered. The drop-down list includes all U.S. states and territories.

For example, below the **State** of "California" has been highlighted



Subscribers: Enter the number of mobile telephony (mobile voice) subscribers in service, including subscribers that you (including affiliates) bill directly (including through agents), prepaid subscribers, and subscribers served via unaffiliated mobile voice service resellers in the **Subscribers** box shown below. For more information, see **Mobile Voice Subscription Terms**.



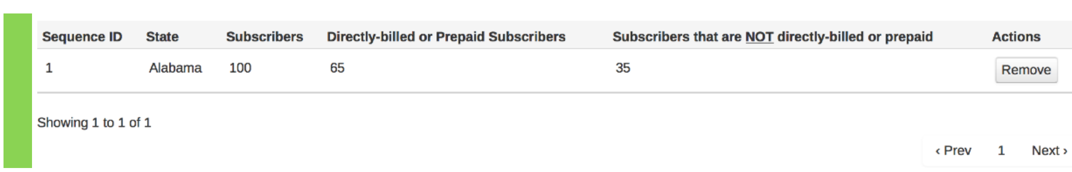
Remember to describe in the **Explanations and Comments** section of the form the method used to assign subscribers to a state (e.g., area code of the device's phone number, billing address, place of primary use address).

Directly-billed or Prepaid Subscribers: Of the total number of mobile telephony (mobile voice) subscribers entered in the previous **Subscribers** column, enter the number that you bill directly or are prepaid. For more information, see **Mobile Voice Subscription Terms.**

Subscribers that are NOT directly-billed or prepaid: This will be automatically calculated by subtracting the **Directly-billed** or **Prepaid Subscribers** from **Subscribers**.

You now can enter additional records as needed by clicking the **Add Row** button shown below.

Each time you Add Row, it is automatically saved as shown below.



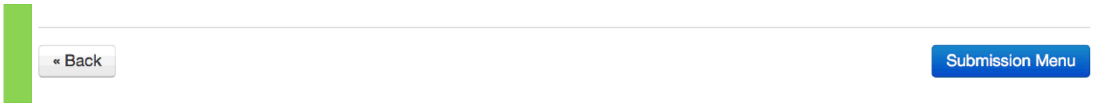
Sequence ID	State	Subscribers	Directly-billed or Prepaid Subscribers	Subscribers that are NOT directly-billed or prepaid	Actions
1	Alabama	100	65	35	Remove

Showing 1 to 1 of 1

‹ Prev 1 Next ›

WARNING: Duplicate rows will cause errors. Therefore, avoid including duplicates.

When you have finished your interactive data entry for this section, click on the **Submission Menu** button shown above to return to the **Submission Menu**.



13. Explanations and Comments

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Brief explanations and comments to explain the data to be submitted may be entered interactively as text in this section of the form.

Required entries:

- **Satellite Providers Filing Abbreviated Fixed Broadband Deployment Data**. Satellite providers that filed abbreviated fixed broadband deployment data must provide an explanation in this section. Specifically, satellite providers that filed a single block record of fixed broadband deployment data for a state or group of state in which provider's deployment can be represented by identical records for every block in that state or group of state, must indicate that is was their intent. For more information, see **How Should I Format My Fixed Broadband Deployment Data?**, section 4.

- **Use of "All Other" or "Other" Technology or Spectrum Codes**. If you used the technology code "All Other" or "0" (see **Codes to Use in Data Upload Files**) in your fixed broadband deployment or fixed broadband subscription data, please provide an explanation of the technology here. However, please consider that we expect that each widely-deployed fixed broadband technology will fit into one of the specified technology categories. If you used the "Terrestrial Mobile Wireless – Other" or "88" code, or if you used the spectrum code "Other" or "103," in your mobile broadband deployment or mobile voice deployment shapefiles, please provide an explanation of the technology and/or spectrum band here.

- **Method for Determining the Number of Interconnected VoIP Subscriptions**. Please explain the methodology used to determine the number of interconnected VoIP subscriptions reported in the **Fixed Voice Subscription** section. This number must be based on the maximum number of interconnected VoIP calls that customers may have active – at the same time – between their physical location and the public switched telephone network. The maximum number of such calls may be set out under the terms of service agreements with business, institutional, or government customers, or it may be determined by some other method that best reflects customer needs and requirements. For example, providers that market against traditional business telephone systems should be able to estimate reliably what their customers' requirements would be for trunks between a traditional PBX and the telephone company.

- **Method for Assigning Mobile Subscriptions to States**. Mobile broadband and mobile voice subscribers can be assigned to a state based on the area code or the device's phone number of by using some other method that best reflects the subscriber's locations, such as billing address or place of primary use address. Please explain the methodology used to assign mobile broadband and mobile voice subscribers to a state in the **Mobile Broadband Subscription** and **Mobile Voice Subscription** sections of the form, respectively.

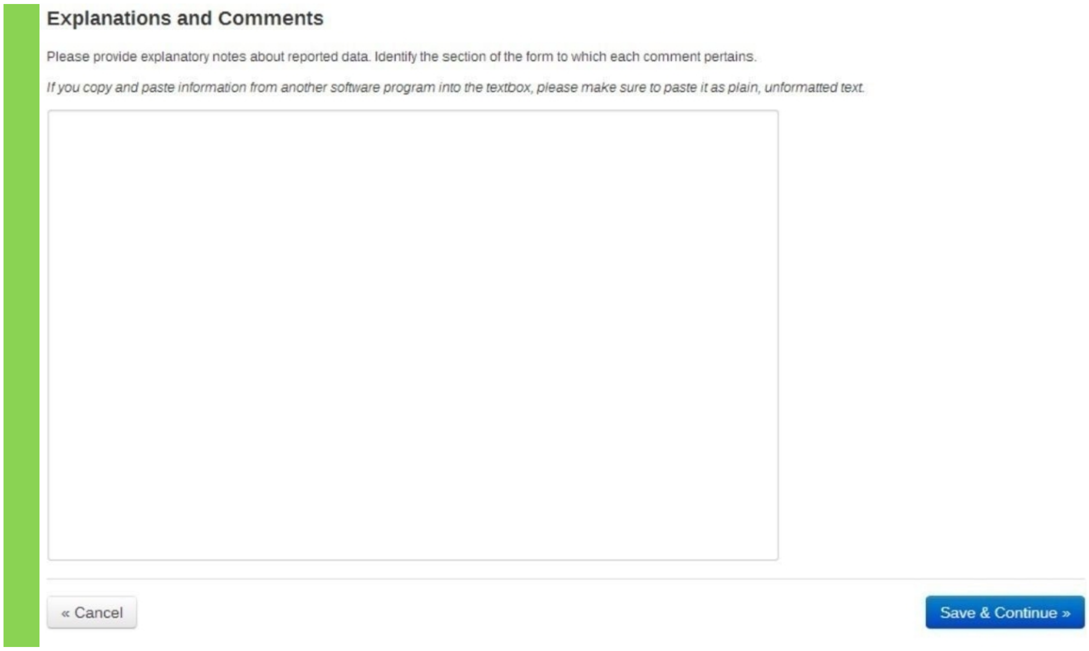
Recommend entries, if your submission includes:

- **Holding Company / Common Control Name**. If you enter a new Holding Company / Common Control Name on the **Filer Identification** page, please provide any additional information about this new entry.

- **Form 499 Filer ID**. If your company's Form 499 Filer ID did not appear when you tried to enter in on the **Filer Identification** page, please provide the correct Form 499 Filer ID in this section. The list of Form 499 Filer IDs used in the Form 477 filing interface is not updated in real-time, so if your Filer ID was issued or updated recently, it may not be included in the list used by the interface.

- **Emergency Contact Information**. If you wish to provide additional information about your emergency contact, beyond what is included on the **Filer Identification** page, please enter in this section. This could include, for example, additional phone numbers or a back-up contact person.

- **Substantial Changes**. If your subscriber counts or bandwidth entries have changed substantially from your previous submission, please provide an explanation of those changes on this page.



Explanations and Comments

Please provide explanatory notes about reported data. Identify the section of the form to which each comment pertains.

If you copy and paste information from another software program into the textbox, please make sure to paste it as plain, unformatted text.

« Cancel

Save & Continue »

When complete — click the **Save & Continue** button shown above.

14. Filing Submission

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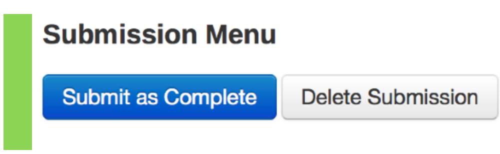
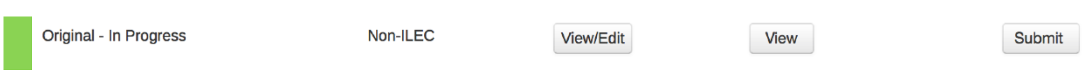
To submit your filing it must be true that:

- No errors are present, either in uploaded files or in data entered interactively
- The appropriate data sections are successfully populated. Specifically:
  - ILECs must complete Fixed Voice Subscription.
  - Filers required to complete Fixed Broadband Subscription must also complete Fixed Broadband Deployment.
  - Filers required to complete Mobile Broadband Subscription must also complete Mobile Broadband Deployment and Mobile Broadband Service Availability.
  - Filers required to complete Mobile Voice Subscription must also complete Mobile Voice Deployment.

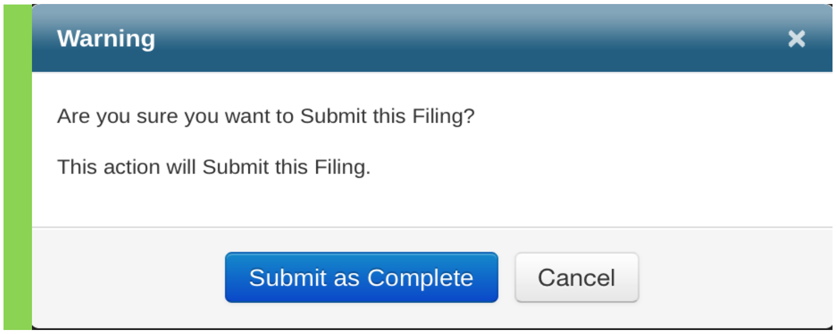
Clicking **Submit as Complete** from the **Submission Menu** or **Submit** from the **Main Menu** will submit the filing. Assuming the conditions above are true, the filing will be accepted and the status will revert to either **Original – Submitted**. Submitted filings are read-only and cannot be edited.

You can **Submit** your filing from the **Submission Menu** or the **Main Menu**, as shown in the two screenshots below. Select the **Submit as Complete** or the **Submit** button as desired.





After selecting a submit button, a pop-up **Warning** window, as shown below, will display. Select the **Submit as Complete** button to proceed.


Warning
Are you sure you want to Submit this Filing?
This action will Submit this Filing.
Submit as Complete
Cancel

15. Filing Revision

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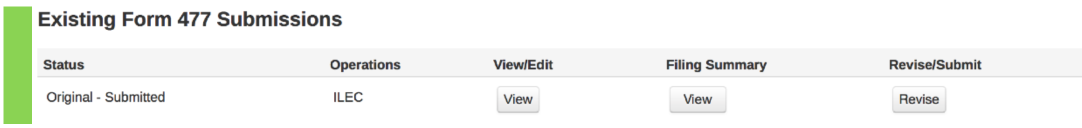
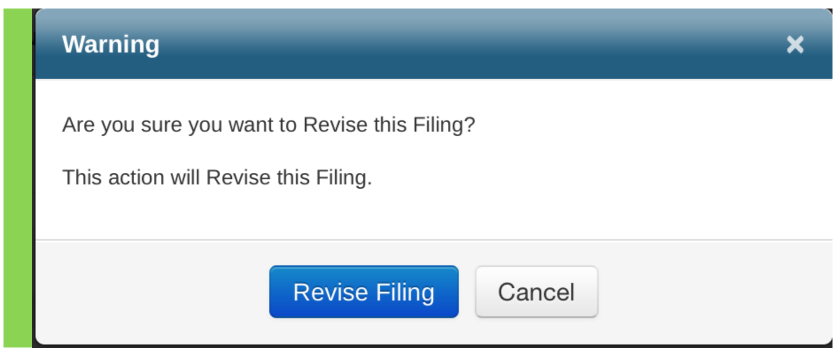
If you find you need to make a change to a submitted filing, you'll need to change the status to **Revised – In Progress** by clicking **Revise** from the Main Menu.


Existing Form 477 Submissions

Status	Operations	View/Edit	Filing Summary	Revise/Submit
Original - Submitted	ILEC	View	View	Revise

The **Warning** pop-up window, as shown below, will appear. Too continue to the **Main Menu** click on the **Revise Filing** button.



Next, you will see the **Archived - In Progress** status in the **Main Menu** page. As the previous filing is prepared for revision.


Existing Form 477 Submissions

Status	Operations	View/Edit
Archived - In Progress	ILEC	*Processing – Please wait*

Reopening a large filing for editing can take a while. Be prepared to wait when changing the filing status of a large filing from **Original – Submitted** or **Revised – Submitted** to **Revised – In Progress**. Logging out will not interrupt the process.

Existing Form 477 Submissions

Status	Operations	View/Edit	Filing Summary	Revise/Submit
Revised - In Progress	ILEC	View/Edit	View	Submit

Finally, the previous submission is is ready for editing and the status is shown as **Revised - In Progress**. To go to the Submission Menu - select the **View/Edit** button.

You can then make whatever changes are necessary and resubmit.

After you have edited the submission and re-submitted the filing, the status will be changed to **Revised - Submitted** as shown below.

Existing Form 477 Submissions

Status	Operations	View/Edit	Filing Summary	Revise/Submit
Revised - Submitted	ILEC	View	View	Revise

16. Disclosure, Privacy Act, Paperwork Reduction Act Notice

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The Privacy Act of 1974 and the Paperwork Reduction Act of 1995 require that, when we ask you for information, we must first tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it and whether your response is voluntary, required to obtain a benefit, or mandatory under the law. See Privacy Act of 1974, P.L. 93-579, December 31, 1974, 5 U.S.C. § 552a (e)(3), and the Paperwork Reduction Act of 1995, P.L. No. 104-13, 44 U.S.C. § 3501, et seq.

Our legal right to ask for this information is sections 1.7000-1.7002, 20.15, 43.01, 43.11 of the Federal Communications Commission's rules. 47 C.F.R. §§ 1.7000-1.7002, 20.15, 43.01, 43.11. Your response is mandatory.

This collection of information stems from the Commission's authority under sections 1-5, 11, 201-205, 211, 215, 218-220, 251-271, 303(r), 332, 403, 502, and 503 of the Communications Act of 1934, as amended, 47 U.S.C. §§ 151-155, 161, 201-205, 211, 215, 218-220, 251-271, 303(r), 332, 403, 502, and 503, and section 706 of the Telecommunications Act of 1996, as amended, 47 U.S.C. § 157nt. The data in the Form 477 will be used to monitor the deployment of broadband services and the development of local telephone service competition. Summary information derived from the form will be made available to the public in a manner consistent with the Commission's rules and orders.

The time needed to complete and file Form 477 will vary depending on individual circumstances. Each semi-annual response to this information collection will consist of one or more sections. There is significant variation among respondents in the number of sections and in the amount of information in a section. The annual reporting burdens for this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data and completing and reviewing the collection of information, are estimated to be: 2,002 respondents, 387 hours per response, 2 responses per year, for a total annual burden of 1,549,548; there are no annual costs. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to Leslie F. Smith, Federal Communications Commission, Room 1-C216, 445 12th Street, SW, Washington, DC, 20554. Please include the OMB Control Number: 3060-0816, in your correspondence. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to leslie.smith@fcc.gov or call (202)418-0217. You may also e-mail your comments to: **PRA@fcc.gov**. DO NOT SEND COMPLETED FCC FORM 477 TO THIS ADDRESS.

Remember -- You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid Office of Management and Budget (OMB) control number. This collection has been assigned an OMB control number of 3060-0816.

The Commission is authorized under the Communications Act of 1934, as amended, to collect the personal information we request in this form. If we believe there may be a violation or potential violation of a statute or a Commission regulation, rule, or order, your filing may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation, or order. In certain cases, the information in your filing may be disclosed to the Department of Justice, court, or other adjudicative body when (a) the Commission; or (b) any employee of the Commission; or (c) the United States government, is a party to a proceeding before the body or has an interest in the proceeding.

Reporting entities failing to file Form 477 in a timely fashion may be subject to penalties under the Communications Act, including sections 502 and 503(b).